

# TOWN OF DERRY



**ANNUAL REPORT  
FISCAL YEAR ENDING  
JUNE 30, 2020**

# **TOWN OFFICERS**

## ***July 1, 2019 – June 30, 2020***

### **Town Council (3 Years)**

#### ***Chair***

***Charles H. Foote – 2020-2021***

#### ***Councilors at Large***

**Joshua R. Bourdon (2020-2023)**

**Phyllis M. Katsakiores (2018-2021)**

**James P. Morgan (2019-2022)**

#### ***Councilor District #1***

**Richard P. Tripp (2018-2021)**

#### ***Councilor District #3***

**Neil F. Wetherbee - (2020-2023)**

#### ***Councilor District #2***

**Charles H. Foote (2019-2022)**

#### ***Councilor District #4***

**Brian K. Chirichiello (2019-2022)**

### **Town Clerk (3 Years)**

**Daniel R. Healey (2019 -2022)**

### **Town Moderator (2 Years)**

**Cristina Guilford (2020-2022)**

### **Supervisors of the Checklist (6 Years)**

**Dina Bourassa (2026)**

**Patricia Dowling (2024)**

**Judy Strakalaitis (2022)**

### **Trustees of Trust Funds (3 Years)**

**Craig Corbett (2023)**

**Joan Crimlisk (2022)**

**Jeffrey Moulton (2021)**

# **TOWN OFFICERS**

***July 1, 2019 – June 30, 2020***  
**(Continued)**

## **Derry Public Library Trustees (3 Years)**

**Kristen Mari, Chair (2021)**  
**Elizabeth Greenberg, Vice Chair (2022)**  
**Caitlin Powers, Treasurer (2022)**  
**Pete Marcotte, Co-Treasurer (2021)**  
**Monica Cataldo, Secretary (2023)**

**Margaret Ives (2023)**  
**Rachael Armstrong (2023)**  
**Richard Tripp, Council Liaison**  
**Jessica Benson, SAU Liaison**

## **Taylor Library Trustees**

**Donald Kirkland, (2022)**  
**Candi Westgard (2023)**  
**Kimberly Burke (2022)**  
**Jillien Klok (2023)**

**Raymond Fontaine (2021)**  
**Alternate - Vacant**  
**Charles H. Foote, Council Liaison**

# **TOWN DEPARTMENTS**

*July 1, 2019 – June 30, 2020*

## **EXECUTIVE DEPARTMENT**

### **TOWN ADMINISTRATOR**

David R. Caron

### **ECONOMIC DEVELOPMENT**

Beverly Donovan, Director

### **HUMAN RESOURCES**

Catherine St. Ledger, Director

### **IT/GIS**

Douglas Rathburn  
Manager

### **DERRY CABLE TELEVISION**

Owen Provencher  
Administrator

## **PLANNING DEPARTMENT**

George Sioras, Director

## **FINANCE DEPARTMENT**

Mark Fleischer, Chief Financial Officer  
Diane Mulholland, Tax Collector / Municipal Agent  
Stephan Hamilton, Assessor  
Allan Virr, Town Treasurer

## **POLICE DEPARTMENT**

Edward B. Garone, Chief  
George Feole, Captain  
Vern Thomas, Captain  
Robin Bordanaro, Animal Control Officer

## **FIRE DEPARTMENT & EMERGENCY MANAGEMENT**

Michael J. Gagnon, Chief  
James Richardson, Assistant Chief

## **PUBLIC WORKS DEPARTMENT**

Michael A. Fowler, Director  
Thomas Carrier, Water/Wastewater Superintendent & Deputy Director  
Kim Walsh, Parks and Recreation Director  
Alan Côté, Superintendent of Operations  
Robert Mackey, Code Enforcement  
Courtney Provencher, Public Health

# TOWN BOARDS & COMMITTEES

*July 1, 2019 – June 30, 2020*

## CONSERVATION COMMISSION

*Town Council Representative, Neil F. Wetherbee (1 Year)*

### ***Members***

2022 James Degnan, Chair  
2023 Ric Buzzanga, Vice Chair  
2023 Eileen Chabot, Treasurer  
2022 Margie Ives  
2021 William Lowenthal  
2021 Grace Reisdorf  
2021 Robert Spoerl

### ***Alternates***

2021 Paul Dionne  
2021 Justin Mitchell  
2023 Bob Boonstra  
2022 Ann Marie Chase

## PLANNING BOARD

*Town Council Representative, Richard P. Tripp (1 Year)*

2021 Randy Chase, Town Administrator Representative (1 Year)

### ***Members***

2021 John O'Connor, Chair  
2022 Lori Davison, Vice Chair  
2023 James MacEachern  
2021 Mark Connors  
2022 David McPherson  
2022 Mark Grabowski  
2023 Vacant

### ***Alternates***

2022 Derek Scheer  
2021 David Granese  
2023 Vacant

## ZONING BOARD OF ADJUSTMENT

### ***Members***

2021 Lynn Perkins, Chair  
2022 Heather Evans, Vice Chair  
2023 Allan Virr  
2023 Crystal Morin  
2021 Craig Corbett

### ***Alternates***

2022 Donald Burgess  
2021 Vacant  
2022 Vacant  
2023 Vacant  
2023 Vacant

## DERRY HOUSING AUTHORITY

*Town Council Representative, Charles Foote (1 Year)*

Melody Ackerman, Executive Director

### ***Members***

2023 Kristy Baillargeon  
2022 Tyler Adcox  
2021 David Milz  
2025 Carol Yanzo-Murphy  
2024 Jennifer Lague

# TOWN BOARDS & COMMITTEES

*July 1, 2019 – June 30, 2020*

**(Continued)**

## **ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

*Town Council Representative, Richard Tripp (1 Year)*

### ***Permanent Members***

George Sioras, Planning Director

Beverly Donovan, Economic Development Director

### ***Members***

2023 Christina Gossell, Chair

2023 Lauren Neves

2021 Craig Cunningham, Secretary

2022 Rick Metts

2022 Gordon Graham

2022 John Potucek

2021 Vacant

### ***Alternates***

2022 Timothy Peloquin

2021 Vacant

2022 Vacant

2023 Vacant

## **HERITAGE COMMISSION**

*Town Council Representative, Phyllis Katsakiores (1 Year)*

### ***Members***

2023 Karen Blandford-Anderson, Chair

2023 Mark Wiseman

2022 Thomas 'T.J.' Cullinane

2022 Paul Lindemann

### ***Alternates***

2023 Catherine Baumann

2022 Denise Neale

2021 Nicole Chalfant

## **HIGHWAY SAFETY COMMITTEE**

### ***Permanent Members***

Alan Cote, Public Works

Chief Edward B. Garone, Police

Chief Michael Gagnon, Fire

Jane Simard, School

### ***Members***

Scott Savard

Walter Deyo

Randall Chase

Ronald Goldthwaite

James Roddy

Jacob Pelletier

# TOWN BOARDS & COMMITTEES

*July 1, 2019 – June 30, 2020*

**(Continued)**

## **NET ZERO TASK FORCE**

*Town Council Representative, Joshua Bourdon (1 Year)*

### ***Members***

2021 Jeff Moulton, Chair

2023 Craig Lazinsky

2023 Michael Fodiman

2022 Tom Cardon

Mike Fowler, Director Public Works

John O'Connor, Planning Board

Vacant, Derry School District

Brewster Bartlett, Pinkerton Academy

Mary Till, Conservation Commission/Go Green

Craig Cunningham, Economic Development Advisory Committee

Vacant, Derry Business

### ***Alternates***

2023 John Eckerson

Bob Mackey, Code Enforcement

Vacant, Derry/Londonderry Chamber

## **BUILDING & PROPERTY MAINTENANCE COMMITTEE**

*Town Council Representative, James Morgan (1 Year)*

### ***Permanent Members***

Robert Wentworth, Chair, Building Inspector

Michael Fowler, Director Public Works

Chief Edward Garone, Police Department

Lt. Michael Stanhope, Fire Department

Robert Mackey, Code Enforcement Director

Courtney Provencher, Health Inspector

Diane Mulholland, Tax Collector

### ***Members***

2021 Michael Welch

2021 Charlene Thomas

2021 Vacant

## **SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION**

### ***Members***

2024 Richard Tripp

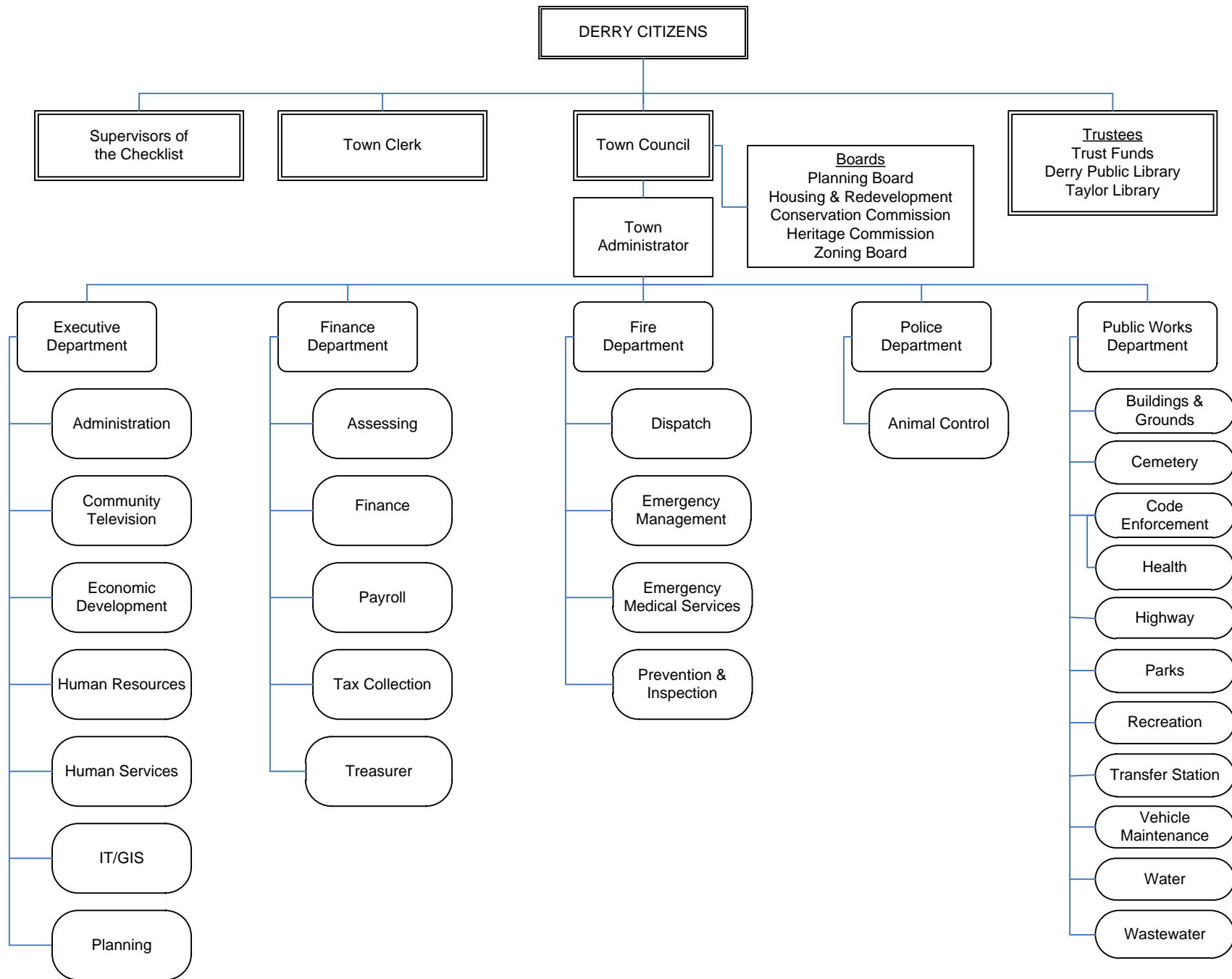
2024 Jeff Moulton

2024 John O'Connor

2024 Vacant

### ***Alternate***

2024 Vacant





## **TOWN OF DERRY DEPARTMENTS & DIVISIONS**

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### **DERRY TOWN CHARTER**

## **TOWN COUNCIL CHAIR & TOWN ADMINISTRATOR**

We are pleased to present the annual report from the Executive Department. The Town experienced significant progress on several town goals and objectives during the first nine months of the year; like the rest of our community, the last three months were focused on managing the impacts from the COVID-19 Pandemic. Although responding to COVID-19 did consume a significant amount of resources, we continued to dedicate time and resources to the community's development in FY 20:

- Economic Development continues to be a top priority for the Council in FY20. Many projects designed to enhance opportunities throughout the Town were worked on:
  - The expanded Derry Commerce Corridor provides opportunity for all business sectors and community services across a large area which includes the Downtown, Crystal Avenue, Manchester Road and surrounding areas:
    - The Façade Improvement Program for the Corridor was designed and approved to partner with the private sector to encourage building improvements.
    - Work continues on investigating public/private partnership opportunities for this area supported by expanding town facilities for parking, infrastructure and development.
    - With proceeds from the FY19 Multi-Purpose Bond, the Rail Trail Fund and the DCC TIF, another significant portion of the rail trail to North High Street is set for completion.
    - Hood Park revitalization will also benefit from the DCC TIF and the Multi-Purpose Bond funds, guided by information generated by the Recreation and Management Policy Department at UNH.
- Housing Improvements – The Town was pleased to be able to sponsor a Community Development Block Grant for the Derry Housing and Redevelopment Authority which provided federal funding for improvements to many units managed by DHRA. DHRA was further successful partnering with Liberty Utilities for additional investment, all for the benefit of residents in need.
- We were pleased to see the action taken by the Planning Board which established the new West Running Brook District on Rte. 28 South, which will spur new mixed-use development and create yet another commerce area for Derry.
- Recreation Study – Supported by the issuance of bonds by the Council in FY19, the Town teamed with UNH to identify recreation facility improvement opportunities to provide better services to our residents and expand capabilities for recreation economic development. Phase I is underway which includes the rail trail to North High Street, expansion of a multi-purpose field at West Running Brook School, Hood Park improvements and active recreation upgrades at Alexander-Carr Park.
- Exit 4-A –The Federal Highway Administration issued its Record of Decision which allows for the final design and construction of the corridor and upgrades to Folsom, Tsienneto and Madden Roads. NHDOT has now accepted ownership of this project and expects to select a Design-Build firm in December 2020, with final design and construction occurring in 2021 with construction completion in 2023.

- The Town Council also approved the expansion of the Ash Street TIF District to include some areas within the Exit 4-A corridor. This action will allow for economic development investments into the corridor now known as the Gateway TIF District.
- Operational responsibilities were attended to, which included:
  - Voters approved an amendment to the Town Charter which provides for a general override of the tax cap, if needed. Absent this provision, the NH Supreme Court would have invalidated Derry's tax cap, which has been in place since the 1980s.
  - The Town completed a revaluation of all real estate as directed by the State Department of Revenue Administration. It is important to remember that a revaluation does not increase taxes but may result in a shifting of the tax burden as certain classes of properties see varying impacts on their market values.
  - Renegotiation and extension of the Town's agreement with Comcast, its cable television provider.

COVID-19 arrived in New Hampshire during March 2020 which resulted in significant impacts to our economy and some town operations. Plans were immediately developed to address any short and mid-term impacts of the Pandemic to help ensure the continuation of town services and minimize the financial impact to the Town. Actions included:

- Established a COVID-19 Mitigation, Response and Recovery Fund to fund extraordinary expenses and to address any revenue shortfalls.
- Reallocated most of the State Infrastructure Grants to the Fund.
- Identified and transferred of any excess funds or revenues to the Fund.
- Maximized federal and state grant opportunities to assist town operations.
- Shared information with the public on status of town services, public health information and other matters of public interest.
- Scaled back the projects in the FY21-26 Capital Improvements Plan until a trend analysis can be completed on revenues impacted by the Pandemic.

We anticipate financial and operational impacts resulting from the Pandemic to continue through FY21.

We'd like to welcome all new employees to our team, including two veteran employees who have assumed expanded roles for the Town, Catherine St. Ledger as Human Resources Director and Mark Fleischer as Chief Financial Officer. Lastly, we continue to appreciate the dedication and hard work of our co-workers and board and commission members who work tirelessly advancing the goals to keep Derry safe, productive, vibrant and fun. Their efforts have never been more evident as they faced new challenges maintaining services and community safety during the Pandemic.

Respectfully submitted,

*Charles Foote*  
Charles Foote, Chair  
Town Council

*David R. Caron*  
David R. Caron  
Town Administrator

## **DERRY COMMUNITY ACCESS MEDIA ANNUAL REPORT**

The Town of Derry's Cable Division is continuing development of its established strategy plan. Recent improvement projects and technology upgrades support our commitment to improving operations to respond to the evolving needs of the Town and our Community.

Funded by cable franchise fees, the mission of Derry Community Access Media is to position Derry as a leader in the PEG (Public, Educational, Government) Access Media space. With that aim in mind, we facilitate interactive programming that informs, educates, entertains, and inspires our community via cablecast, online, on air, and emerging media.

Notable developments in fiscal year 2020 include:

- ☐ Updating the Town Meeting Room audio presentation infrastructure including new networked audio system, retaining a redundant analog backup system.
- ☐ Improved streaming capability for HD video and audio.
- ☐ Completion of acquisition of LPFM to serve the public safety, educational and cultural needs of Derry.
- ☐ Updated broadcast program playback system
- ☐ Website featuring the Happenings Community Calendar
- ☐ Updates to our Emergency Alert System
- ☐ Configuration of our production environment with ability to feature remote guests for government and community programs.
- ☐ Planning and development to respond to new protocols due to Covid19.

In the second half of FY 2020, we responded to the Covid19 pandemic by pivoting to reconfiguring our systems, protocols and procedures to ensure the due-process of Town Government meetings and information via cablecast, live-stream and video on demand could continue. We were able to achieve this without a pause in government meeting coverage and without a single security breach via remote access, making critical information accessible to people's homes and electronic devices by leveraging available technology.

Derry's Government Access (Comcast CH 17, online, on demand and streamed live) provides the community with an opportunity to stay informed by viewing unedited coverage of its governing boards and committees and airs regularly scheduled Town Council, Planning Board, Zoning Board, and Conservation Commission meetings. We also provide coverage of special workshops, public hearings, budget sessions, and pertinent informational shows.

Recorded government meetings are available through our Video on Demand (VOD) service which is accessible via our webpage: [www.derrynh.org/cable](http://www.derrynh.org/cable). VOD provides access to local government meetings at a time that is convenient for viewers (internet access is required). Our public access channel (Comcast Channel 23) increases community awareness, adds to the social, cultural, and creative development of the community while encouraging local pride. Programs produced by residents, organizations and staff members provide a glimpse of what is happening in our neighborhood. This includes presentations at the Derry Public Library, Derry Parks and Recreation, partnerships with residents, non-profits, and features special events around town. You are encouraged to submit ideas and create new shows. Just reach out to us on our website [www.derryNH.org/Cable](http://www.derryNH.org/Cable).

We partner with Town departments and community leaders to create programming that allow our audience to see the services that are available to them as members of the community.

Through continued community outreach efforts, we have established positive relationships with the local press, the Derry Public Library, Taylor Library, Derry Parks and Recreation, economic Development, the Greater Derry/Londonderry Chamber of Commerce, Pinkerton Academy, NEXT Charter School as well as area non-profits. We offer students the opportunity to intern at the station and produce broadcast quality shows that air on D23.

Volunteer members are vital to Derry Community Television. We welcome members of the community to learn more about our studio and how to get involved. We offer regular free training and information on how to learn and assist with media production and even produce a show.

The coming year continues a pivotal chapter for Derry Community Access Media. The completion of FY20 continues the transformation of Derry's own *Media Evolution* as we continue capital improvements and operation modifications to provide a Media Center that serves Derry.

Building on our strategic plan, we endeavor to seek even more ways to serve the community, add cultural value and have a positive impact as we explore more avenues to engage with community partners to highlight and enrich our lifestyle here in Derry.

Community Access funding is generated solely from franchise fees paid by Comcast subscribers, with no fiscal impact to taxpayers. Franchise fees support two channels that operate from the studio at the Municipal Center and the Educational Channel located at Gilbert H. Hood Middle School.

To learn more about Derry Community Access Media, go to our website at [www.derrynh.org/cable](http://www.derrynh.org/cable), email at [cable@derrynh.org](mailto:cable@derrynh.org), or call us at 845-5514. We are located in the lower level of the Derry Municipal Center.

Respectfully submitted,

*Owen Provencher*

Owen Provencher  
Station Coordinator  
Director, Derry Community Access Media

## **ECONOMIC DEVELOPMENT ANNUAL REPORT**

FY20 has been a year of peaks and valleys for the Town of Derry, and the nation as a whole, as we went from a robust economy witnessing growth in nearly every sector, to the reality of the COVID-19 Pandemic, which ground the economy to a halt nationwide. As we saw tremendous and swift devastation for many, especially in hospitality, entertainment, personal services, and medical establishments, we also saw unimaginable ingenuity, innovation, and a drive to pivot in ways no one could have expected. Although there is much uncertainty about where the Pandemic might take us, there is no uncertainty about the spirit of Derry's business and entrepreneurial community.

Strategically, much of Economic Development's focus was on the 2020 Master Plan Update and revisiting the goals of the previous decades to determine which goals were still relevant. There were several town-wide initiatives to gather updated information and input, including surveys, meetings, workshops, and the like. During that process, Economic Development worked closely with Planning on changes to zoning ordinances to meet the needs of current and future goals. The new West Running Brook District zone was created out of a desire to create new economic development opportunities that would meet the goals of the Master Plan.

Highlights of the past year include:

- **Retain and Grow Existing Business** – The Business Resource Center at the Derry Municipal Center has formalized relationships with the Small Business Administration, SCORE, NH Small Business Development Center, Center for Women & Enterprise, Rockingham Economic Development Corp., and the NH BEA in order to offer a variety of workshops and outreach. A formal Ribbon Cutting was held on March 13, 2020, which included several members of Derry's state and national delegations, local officials, partners, local Chamber members and Governor Sununu's office. That would end up being the last day of in-person contact for the BRC for the majority of FY20, but virtual workshops, meetings, webinars, and mentoring have found their place in the new reality. With COVID-19, Derry businesses benefitted greatly from these collaborations, as we were

able to react swiftly to help businesses obtain the relief help that was so desperately needed to keep them afloat.

- **Attract New Business** – The addition of the new West Running Brook District has spurred a lot of activity for several of the property owners in the zone, with multiple conceptual plans now in the works. Despite the Pandemic, planning activities are proceeding with the future in mind. Continued participation in NH CIBOR meetings (now virtual) offer opportunities for sharing the Derry story. There has been a steady amount of inquiries on behalf of new businesses looking to locate in Derry – from industrial to retail, arts and entertainment and hospitality – due to the collaboration of staff, boards and committees, and the general public to showcase #destinationderrynh as a place to be. Given Derry’s proximity to Route 93 and distance to Boston, there seems to be an appetite for growth, despite the current economic condition.
- **Plan for Smart Sustainable Growth** – Along with Master Planning, and with the opportunities afforded to Derry in planning for the new West Running Brook District, Route 4-A Commercial Corridor, and the installation on water along Route 28 South, Derry has the ability to ensure new and redeveloped commercial properties are developed for maximum sustainability, and for meeting updated goals. As we move further along, new and adjusted thinking will inform updated Master Plan goals for economic development.
- **Implement Marketing & Communication Plan** – Marketing and communication in the first two quarters saw the expansion of several social media platforms, using the #destinationderrynh brand; the collaboration between multiple town groups and institutions, the publicly visible collaborative work of the Public Arts Committee, First Impressions Committee, EDAC, the Derry Rail Trail Authority, and more which showcased many public events and offerings, and the newly-formed working group with Derry Community Access Media, a new branding and marketing plan was in the works. In March, COVID-19 put a temporary hold on that work, forcing the focus to shift to direct contact with businesses to assist with their individual marketing plans, sharing of COVID-19 information to businesses and the public in general, and working to create a Shop Derry type of loyalty. At the same time, the ongoing effort to market Derry as a great place to live, work and play has continued to be the outward message via established marketing channels.



- **Placemaking** -Placemaking has continued to take an important role in attracting businesses to Derry. A community that offers a variety of events and activities is what companies look for when deciding where to locate manufacturing and office space, or where retailers see that activity = consumers. With last year's DerryFest, Nutfield 300<sup>th</sup> Celebrations, Farm and Artisan Market Days, Food Truck events, Downtown Trick or Treating, Very Derry Holiday and Frost Festival, Derry saw record crowds. In addition, the new Derry Mural Project and Art along the Derry Rail Trail contributed to the vibrancy of the community and drew folks from all over to visit the Town. Since COVID-19 hit, the outdoor hiking areas, conservation land and Derry Rail Trail have all seen an uptick in visitors looking to escape the confines of home or screen, and we have all seen how important having places to "BE" has become.

Thank you to the staff at Derry Municipal, Dave Caron, the Derry Town Council, and many volunteers and partnerships have worked so hard, both pre- and mid-COVID, to keep focused on the future. Derry is weathering the current economic storm with tenacity and I have high hopes for the future!

Respectfully submitted,

*Beverly Donovan*

Beverly Donovan  
Economic Development Director

## **HUMAN SERVICES DIVISION ANNUAL REPORT**

Assistance to our residents most in need continues to be managed by Community Health Services (CHS) on behalf of the Town.

In fiscal year 2020, the Town provided general assistance in the amount of \$19,634 which represents 35 case decisions. Additionally, Community Health Services successfully leveraged an additional \$9,473.25 in assistance to our citizens from our social service partners.

One of the Town's goals of its partnership with CHS is to provide comprehensive case management services with our clients as we strive towards a common goal of financial sustainability for all our residents. CHS conducted 225 case management meetings throughout FY 20. The number of case management meetings, as well as case decisions were appreciably lower as the impacts of COVID-19 limited outreach opportunities, and various relief programs associated with the federal CARES Act did provide additional resources to our citizens.

The Town of Derry funded the following agencies that provide valuable services to Derry residents: Community Caregivers - \$19,000, Rockingham Community Action - \$10,000, Rockingham Nutrition and Meals on Wheels - \$14,000, Sonshine Soup Kitchen - \$10,000, and Upper Room - \$35,900.

If you or someone you know needs direction on where to apply for services, please call 211 or visit their website at [www.211nh.org](http://www.211nh.org). 2-1-1 NH is a statewide initiative of the United Ways of New Hampshire and an easy-to-remember phone number that connects callers, at no cost, to information about critical health and human services available in their community.

Citizens seeking assistance should contact CHS:

### **Location:**

Greater Derry Community Health Services (CHS)  
14A Tsienneto Road  
3<sup>rd</sup> Floor - suite 301  
**603-425-2545**

Hours of Operation: Monday through Friday: 8:30am — 4:00pm

**Any person in town and in need has the right to apply for general assistance from the Town. The right to apply does not guarantee assistance.**

### **Process:**

- 1) Please call (425-2545) or stop by the CHS office and complete a contact sheet, which includes information on your current need.

- 2) A staff person will go over the application with you and schedule an appointment for an in depth interview and review of submitted materials. Applications must be complete at the time of the interview.
- 3) At your scheduled appointment with a CHS Case Manager, an assessment is made —based on approved Town guidelines — of your ability to meet some or all your stated need.
- 4) In addition, the CHS Case Manager will speak with you about possible other needs you may have.
- 5) If the review is completed during the first visit, a Notice of Decision is provided detailing whether the request is Granted, Denied or Withdrawn from consideration.
- 6) If your application requires further information or outreach to property owners, utility, fuel companies or others, the Case Manager will schedule a follow up appointment. Decisions will be placed on hold pending conclusion of the evaluation.

Respectfully submitted,

*David R. Caron*  
David R. Caron  
Town Administrator

## **HUMAN RESOURCES ANNUAL REPORT**

The Human Resources (HR) Department strives to ensure that Town jobs are staffed appropriately, employees have meaningful and challenging career opportunities, and our personnel and labor administration activities are timely and effective. The Department supports the negotiation and administration of seven union contracts, facilitates dispute resolution, provides recruiting assistance to Town departments, administers drug testing programs, maintains personnel and related records, advises managers regarding employment relationships, and assists employees however appropriate. The Department sponsors and facilitates employee activities, relying upon the support and participation of members of the Town Wide Joint Loss Management Committee and the Employee Engagement Committee.

- Our seven bargaining units are successfully operating under contracts which were effective July 2016 and are set to expire in June 2021. Throughout FY20 we were faced with a few minor labor disputes, which were quickly resolved.
- Due to retirements and resignations, we assisted departments in filling 24 full-time vacancies: 7 Fire, 10 Police, 4 Public Works, 1 Library, 1 Finance, and 1 Human Resources. There were also 5 part-time vacancies filled. We transitioned in to FY21 with 5 full-time and 3 part-time positions yet to fill. Our biggest recruiting challenge continues to be finding qualified candidates for our firefighter and police officer positions – a challenge faced by municipalities across the State of New Hampshire.
- In conjunction with the Employee Engagement Committee, the HR Department sponsored community initiatives during the holiday season by collecting donations to support the Derry Veterans' Assistance Fund, Sunshine Soup Kitchen, Derry Community Fund, and Community Health Services. Town employees also generously donated to the American Cancer Society during Breast Cancer Awareness month and the American Heart Association on "Go Red for Women" day.
- Through the efforts of our Wellness Coordinators and a grant from our health insurance provider, employees participated in many health challenges such as Take 5 for Balance, Couch to 5K, and after-hours Yoga and Meditation classes.
- Employees attended a variety of training sessions to upgrade job skills, improve safety on the job, and ensure compliance with Federal and State employment discrimination laws. With the implementation of a new Town-wide employee training program, we covered subjects ranging from safety and wellness, to computers, communications, and retirement planning. The new program was well received by employees, but many sessions in the final months of FY20 were cancelled due to COVID-19.

On a final note, we were able to bring back the Employee Recognition Luncheon after a 5-year hiatus. A sincere “Thank You” to our Town Administrator, Town Council, and residents in this community for allowing this long-standing tradition of employee appreciation to continue.

Respectfully submitted,

*Catherine St. Ledger*

Catherine St. Ledger  
Human Resources Director

## **INFORMATION TECHNOLOGY ANNUAL REPORT**

The recent COVID-19 pandemic presented new challenges for our end users and IT staff. Having invested in our remote infrastructure prior to the outbreak paid huge dividends as we were already in a position to provide our users with remote access. IT staff had the ability to remote into a user's home computer in order to provide assistance with connectivity and other issues that presented themselves. The transition to a remote workforce was a seamless event. Having our financials and our desktop software available as "Software as a Service" also provided all our end users with the tools required to continue to work. Staff had the ability to monitor and report on remote users using recently implemented monitoring software.

Having recently implemented VOIP (voice over IP) phone systems at all locations provided the users with the ability to take their desktop phones with them using software as well as having the ability to take their physical phones with them to use from home.

We continue to upgrade and update our GIS systems. In April of 2020 the town was re-flown in order to update our planimetric mapping. We are currently in the process of integrating those newly captured features into our current mapping system. We continue to provide newly updated applications and maps through our online GIS platform available at <https://derrynh.maps.arcgis.com/home/index.html>

As always majority of our work still involves helpdesk ticketing, supporting existing applications and maintaining physical infrastructure. For the current calendar year IT has taken 875 tickets with a 99% current closure rate.

Hopefully 2021 will see things return to normal and we can resume normal training sessions and end user interactions.

Respectfully Submitted,

*Douglas A. Rathburn*

Douglas A. Rathburn, IT/GIS Manager

## **PLANNING DEPARTMENT ANNUAL REPORT**

Fiscal Year 2020 activity in the Planning Department continued at a steady pace for most of the year until March 2020 when the COVID pandemic started and we saw a slowdown in the amount of development applications and activity. However there were several development projects approved prior to COVID as well several amendments to our Zoning Ordinance. Activity remained steady and allowed staff and the Planning Board to work on administrative business and updating of regulations.

Highlights of development activity in Fiscal Year 2020 included a new gas station/convenience store and drive thru at Island Pond Road and Route 28, a new 3264 SF Paul the Plumber commercial building on Franklin Street Extension, a new 6-unit townhouse development on Maple Street which replaces a vacant parcel and helps with the ongoing revitalization of the Maple Street neighborhood, a new 28,000 SF office/medical office park development on Folsom Road and several small single-family housing lots throughout the town.

Zoning amendments this past year include an exciting new zoning district called the West Running Brook District which is located on Route 28/Webster's Corner/Rockingham Road/South Main Street which will allow for and promote mixed-use housing and commercial development and preserve and respect the historic significance of poet Robert Frost and the West Running Brook area. The creation of this District is one of the most progressive and creative zoning changes in many years! Other zoning amendments this past year included rezoning of several parcels to Office/Business District, revising the permitted uses and parking requirements in the Office/Business District, zoning amendments to allow Sports Betting/Wagering in certain commercial zones, amendments to the livestock ordinance and define what is a public nuisance and revisions to Definitions. We also amended the Architectural Design Regulations in the Land Development Control Regulations to include the new West Running Brook Zoning District with a very high design standard and criteria to reflect the historic character of this area of town.

The most significant work for the department this past year was the completion and adoption of the 2020 Master Plan Update in February 2020. This has been a major accomplishment and had excellent community participation and feedback. This document will guide Derry for the next ten years on how the community will grow and development. I would like to thank all of the town staff and departments as well as stakeholders in the community, citizens, businesses, schools, students, Town Boards and committees for their participation, the Southern New Hampshire Planning Commission, the local media and several organizations and civic groups in helping us craft and create a successful document and vision for the future of the Town. We thank all for their time, energy and imagination to the making of this Plan.

Last but not least I would like to thank our Master Plan consultant, Community Circle, Daphne Politis, Martha Lyon Landscape Architecture LLC, Barrett Planning Group LLC and BETA Group, Judi Barrett, Jeff Maxtutis, and Fiona Coughlan for helping us create our Plan and providing guidance for a very successful planning process and a getting a document that the Town is very happy with and we look forward to begin to implement the recommendations! Staff enjoyed very much working with our consultant and her team and the different perspective and approach they brought to the Town on how to develop a Master Plan!

The department continues our work with the Southern New Hampshire Planning Commission (SNHPC), the Southern New Hampshire Regional Economic Development Corporation (REDC), Greater Derry-Salem Cooperative Alliance for Regional Transportation (CART) as well as the Greater Derry-Londonderry Chamber of Commerce on regional planning, business, and transportation issues. Staff is also working with the SNHPC, the New Hampshire Department of Transportation, and members of the Derry Heritage Commission on the Robert Frost/Old Stage Coach Scenic Byway. The Scenic Byway celebrates and helps protect the historical features, rural character, and the natural and scenic qualities of the five corridor communities (Derry, Atkinson, Hampstead, Chester, Auburn) through which it passes.

This past year staff continued working with three excellent committees that will have a significant impact on future town policies and projects that will benefit the town. Staff has enjoyed and continues to enjoy being a part of these groups which includes the Building & Property Maintenance Committee, the Economic Development Advisory Committee, and the Derry Cooperative School District Facilities Study Committee. The Planning Department also closely interacts with the Economic Development Director and Office on economic development initiatives.

In closing I would like to once again thank the members of the Planning Board for their continued support and assistance with our department particularly with regard to the challenging zoning revisions and Master Plan Update. Also kudos to our chairman, John O'Connor, for being an excellent chairman and his and the board's professionalism; makes our job easier!

I also want to once again thank and acknowledge the staff in the Code Enforcement, Police, Public Works, Health, and Fire Departments for their cooperation and efforts in making the Technical Review Committee (TRC) process a success and our efforts to be business-friendly and our expedited review of development plans and permitting.



Finally, I would like to once again acknowledge and thank our Planning & Economic Development Assistant, Liz Robidoux, for her excellent staff assistance to both the Planning Director and Planning Board and keeping us on track and organized as well as her hard work and professionalism. Liz took a lead role working on the West Running Brook Zoning District and her efforts are greatly appreciated! The Planning Department looks forward to continuing to provide professional and prompt service to the Town of Derry and its residents and business community.

Respectfully submitted,

*George H. Sioras*

George H. Sioras  
Planning Director

## **ASSESSING DEPARTMENT ANNUAL REPORT**

The real estate market in New Hampshire has been consistently increasing since the second quarter of 2016 and is continuing through the end of fiscal year 2020. Between July 1, 2019 and June 30, 2020 Derry had 560 qualified sales, with a median selling price of \$300,000. That compares to the 531 qualified sales in Fiscal Year 2019 that had a median selling price of \$275,000 and remains very strong. This 9.1% increase in the median selling price is consistent with annual increases over the last few years.

As required by State Statute, each year the DRA performs an equalization study of all communities in the State. The DRA's study conducted for 2018 indicated that the Town's overall level of assessed value to market value was 89.6% (for 2018 it was 95.4%). We are projecting the equalization ratio to be around 95% for 2020 due to the valuation update completed this year. The results of the study for 2020 will not be known until early 2021.

Also, the 2019 DRA study indicated the coefficient of dispersion (C.O.D.) to be 9.6%. The prior year (2018) was 8.1%. This standard measurement of performance is expected to be less than 20, and a measurement below 10 indicates good proportionality. The last several tax years have been in that range, and we will remain diligent to keep assessments within the State's mandated standards. The C.O.D. measures uniformity and is independent of the level of appraisal (ratio) that permits direct comparisons between various properties (comparable and other properties). Decisions on the needed assessment updates and revaluations consider these statistics.

The cycled inspection program when we inspect approximately 20% of the properties every year continues as a way to keep our assessment inventory up to date. These are scheduled to continue into the future tax years. As part of that annual cycled inspection process, this year we completed cycled inspections of all residential properties within assessing neighborhoods #105, #108, #109 and #201.

The New Hampshire Department of Revenue requires municipalities to perform revaluations (values anew) at least once every five years. This year the Town undertook such a revaluation as a full statistical update. Prior to this year, the last full statistical update had been completed in 2018. The next full statistical update is scheduled to be completed in 2022. We will be analyzing the performance of the recent update to recommend any classes of property that may need to be adjusted in 2021.

The Town of Derry has contracted completion of valuation work, including the revaluation by statistical update in 2020 with Whitney Consulting Group, LLC. Whitney Consulting Group also manages the assessing functions of the town. Stephan Hamilton and Emily Goldstein from Whitney Consulting serve as Assessors for the office. The processes, workflows and coverage is much the same as in the last few years.

This year's revaluation featured adjustments to market value of all property and included informal hearings where taxpayers could ask specific questions and receive information about the value of their property. Approximately 150 taxpayers availed themselves of that process.

The Town's 2020 net taxable valuation as of this report is \$3,675,583,301. When finalized, this figure will be used by DRA to set the 2020 tax rate in October/November 2020. This year's increase reflects the results of the 2020 valuation update, construction from new building permits issued since April 1, 2019, the annual cycled inspection program.

The Town's net taxable valuation, upon which the 2019 tax rate was set, was \$3,209,317,945 with a resulting tax rate of \$26.12/\$1,000 of valuation.

The public can access much of our assessment data on-line. Assessment data is updated monthly and may be viewed at [www.vgsi.com/derrynh](http://www.vgsi.com/derrynh) for the Town of Derry. If you encounter any issues when using this tool, please report them to the Assessing Division as soon as you can. We will address them immediately. We have found that the VISION system is very user friendly and it has easy look up and reporting routines. Also feel free to visit the Public Research Area at the Derry Municipal Center next to the Assessor's Office where we would be happy to help you find whatever assessment information that is available. Property record cards are printable on-line, a feature of the system that has and will continue to save Assessing time as appraisers, realtors, attorneys, the general public and the various Town departments can easily access the data on-line.

Other on-line features found at [www.derrynh.org](http://www.derrynh.org) are the Town's tax maps and 'Derry GIS' that has search fields that will locate owners, assessment information, abutters lists, the location of town water and sewer lines and many other features. All this information is available to print from your home or office. We also have links on the Assessing portion of the Town's website for all property tax exemptions and Veteran Credit qualifications and application procedures, as well as Current Use and other information.

We encourage taxpayers to review the reverse side of their tax bills for important collection and assessment information, including assistance that is allowed by State Statute that may be available through this office. All applicants must meet various levels of criteria and filing timelines (April 15th) to qualify for many programs offered. If you feel you may qualify or have questions, do not hesitate to contact the Assessing Department at 603-432-6104.

I want to thank the Assessing Staff, Mark Jesionowski and Sue Conroy for their dedication to this office and going out of their way to help taxpayers. You are both truly invaluable to this office.

The Assessing staff and I wish to thank the public and our other Town departments and staff for their continued assistance and cooperation.

Respectfully Submitted,

*Stephan W. Hamilton, CNHA*

Stephan W. Hamilton, CNHA

Assessor

Town of Derry

Whitney Consulting Group, LLC

## **FINANCE DIVISION ANNUAL REPORT**

In addition to the annual budget and financial reporting responsibilities, the Finance Division is responsible for general billing, vendor disbursements, payroll processing, grant administration, capital asset reporting, internal controls and risk management.

For the 22nd year in a row, the Finance division has received the prestigious Certificate of Achievement for Excellence in Financial Reporting for our Town's Comprehensive Annual Financial Report (CAFR) for the period ending June 30, 2019. The CAFR award is the highest form of recognition in governmental accounting and financial reporting. The receipt of this award is not only a tribute to the work of the Finance Department, but to the efforts of other departments throughout the Town. The CAFR provides financial and statistical information that is useful in analyzing the financial health and strength of the Town of Derry.

Melanson, formerly, Melanson Heath & Company, PC, was again retained for auditing services. This year, the auditors will complete their fieldwork in September, following preliminary work performed in July. When the final audit and Comprehensive Annual Financial Report are completed this fall, the Fiscal Committee will review the results. Subsequently, the information will be available on the Town's website [www.derrynh.org](http://www.derrynh.org), and as a reference item at the Derry Public Library and Taylor Library.

The Town did not acquire bond debt in FY2020. We did however, secure \$1.8M in lease proceeds used to replace aging vehicles and equipment as well as upgrade HVAC systems at the Derry Public Library and Derry Municipal Center.

The division will continue to provide data for sound financial decisions, and review and monitor the effectiveness of Town's policies to safeguard the Town's financial condition and its assets. Due to the COVID-19 pandemic, this has become our most important function.

I would like to acknowledge the effective performance of each of the employees of the Finance division who all continue to perform a crucial fiduciary role for the Town: Treasurer Allan Virr, Payroll and Benefits Administrator Robert McCarthy, Staff Accountant and Internal Auditor Kerry Harrison and Bookkeepers Joanne Valdinocci and Lisa Gazzara. I appreciate their dedication as well as their support of me in my new role as CFO.

Separate reports follow for the Assessing and Tax Collection Divisions, providing more details on division operations during the fiscal year. I do, however, wish to commend the work of Tax Collector Diane Mulholland and Deputy Tax Collector Stacey Beliveau and their staff as well the Assessing Staff: Whitney Consulting, Mark Jesionowski and Sue Conroy. Despite the effects of COVID-19 on operations, these divisions adapted in innovative ways to continue to serve the residents of Derry in a timely and professional manner.

Respectfully submitted,

***Mark A. Fleischer***

Mark A. Fleischer  
Chief Financial Officer

## **TAX INCREMENT FINANCE DISTRICTS**

The Town Council has established two separate Tax Increment Finance Districts to encourage economic development in Derry. When a District is established, the property taxes generated within the District at the time of creation continue to fund school, county and town services. Any new tax dollars resulting from development are maintained in a separate fund to pay for infrastructure improvements and municipal operating expenses required to sustain the new development.

The Ash Street District was created in March 2004 to fund public improvements and infrastructure necessary to attract private investment to the Ash Street Corporate Park. The District's Development Plan was later revised to include a contribution to fund the Town's Economic Development Office. The status of District finances is set forth below:

Ash Street Tax Increment Financing District	
FY 20 Financials	
TIF District Revenues and Expenditures	
Property Tax Increments Generated Within the District:	\$ 237,439.00
Debt Service Payments on Ash Street improvements:	\$ (231,874.50)
TIF District contribution to Economic Development Office:	\$ (4,246.00)
Year - End Balance:	\$ 1,318.50
Outstanding Bond Indebtedness	
Principal:	\$ -
Interest:	\$ -
Maturity Date:	15-Apr-20
Interest Rate:	1.63%
TIF District Assessment Information	
Valuation of District as of April 1, 2020:	\$ 9,399,600.00
Original Base Valuation of District:	\$ 309,300.00
Captured Assessment Valuation:	\$ 9,090,300.00

The Rte. 28 North TIF District was created in August 2006 primarily to fund infrastructure improvements along Manchester Road which facilitated the development of several commercial properties. The District's Development Plan was revised in FY 20 which expanded the District to the Downtown Area, returned \$15M in Captured Assessed Valuation to the property assessment tax base to be shared with the School District, and renamed the Derry Commerce Corridor TIF District. The status of District finances is set forth below:

Derry Commerce Corridor Tax Increment Financing District	
FY 20 Financials	
Formerly Route 28 TIF-Amended and Expanded 5/19/19	
TIF District Revenues and Expenditures	
Property Tax Increments Generated Within the District:	\$ 706,628.00
Debt Service Payments on Rte. 28N improvements:	\$ (293,787.50)
Maintenance and Improvement Expenses allocated to the District	\$ (117,190.95)
Transfer to Derry Commerce Corridor Expendable Trust	\$ (235,000.00)
TIF District contribution to Downtown Façade Program (from FB):	\$ (250,000.00)
TIF District contribution to Economic Development Office:	\$ (13,157.00)
Year - End Balance:	\$ (202,507.45)
Outstanding Bond Indebtedness	
Principal:	\$ 2,540,000.00
Interest:	\$ 489,556.25
Maturity Date:	Nov. 15, 2031
Interest Rate:	2.0 - 3.5%
TIF District Assessment Information	
Valuation of District as of April 1, 2020:	\$ 202,139,135.00
Original Base Valuation of District:	\$ 175,085,996.00
Captured Assessment Valuation:	\$ 27,053,139.00

Respectfully submitted,

*David R. Caron*

David R. Caron  
Town Administrator

## **TAX COLLECTION DIVISIION ANNUAL REPORT**

The Tax Collector's Office is an integral part of the Town's Finance Department as exhibited by the many transactions processed for the Town residents, including motor vehicle registrations and the collection of revenue for property tax, water and sewer services, and general invoice billings. The office also records and deposits the revenues of all town Departments. Notary Public services are provided to Derry residents at no charge. Each spring the office begins the process of tax liening and deeding of property, as required by state law. The staff works with property owners to educate them on the consequences of falling behind in their property tax payment as well as, educating them on available tax credits and exemptions.

Working as an agent for the State of New Hampshire Department of Safety, we strive to continually improve the services we provide, as the state increases the types of transactions we are allowed to handle locally. The registering of boats for both Derry residents and non-Derry residents allows Derry to obtain the revenues from transactions which once were processed elsewhere.

The acceptance of the credit cards for all transactions at the Tax Collector's windows has provided the ability to accommodate all payment method requests and more fully satisfying the customer's experience. The ATM machine located in the lobby continues to benefit those desiring to pay with cash to complete their transactions without leaving the building to secure funds. Online processing of motor vehicle registration renewals, as well as payment of tax, water and sewer services, and general invoice transactions allow the customer to use credit cards and electronic fund transfer to complete their transactions from the comfort of their homes. This was increasingly popular during the COVID-19 pandemic. The ability to complete address change forms online through the town's web page helps ensure correspondence reaches taxpayers in a timely manner.

Motor Vehicle permits issued in FY20 and the revenue from each of the related sources are set forth below:

Motor Vehicle Permits	\$6,290,147
Title Fees	16,018
Municipal Agent Fees	123,802
Boat Registrations	15,915
Transportation Improvement Fees	188,520
Waste Tire Reclamation Fees	<u>108,977</u>
Total	\$6,743,379

We still had a slight increase in revenues even with COVID-19, as the Town experienced an increase of \$52,901 in motor vehicle permit revenue, a 1% increase over the prior year. New registrations are down slightly, which is showing a leveling of the economy. We had an increase in boat registrations of \$2,514 during the COVID-19 shut down, due to the availability of the drive-thru. We saw an increase in non-resident boat registrations. Municipal Agent transaction fees decreased slightly by less than 1% in FY20 supporting a slight decrease in the number of new registrations. The Town relies on Municipal Agent fees they collect to help cover the administrative costs of providing residents with the state portion of the motor vehicle registration, as well as defraying the cost of mailing out courtesy renewal notices and completing online registration renewals. The utilization of the email notification for registration renewal notices has increased, allowing us to send renewal notices to more residents via email. This eco-friendly method of delivering renewal notices reduces the Town's paper and postage expense.

Property tax collection showed an increase of 1% collected in 2020 as of June 30, 2020, as compared to the same period for the 2019 fiscal year. However, a portion of that increase is attributable to the due date being July 1<sup>st</sup> compared to July 2<sup>nd</sup>, timing difference. Residents now have the option to pay property taxes with credit cards both at the tax collector's office and online through the town's web site. The additional fees for processing online payments are paid to the web payment processing provider; it is not retained as a fee to the Town. Electronic check payment online can be done for a flat fee of \$1.95.

During the past year the Tax Collection Office, had to adapt quickly during the COVID-19 shut-down. We were one of the few towns able to continue to provide services by our drive thru window. We are currently open 7-5 pm Monday-Fridays, with certain changes to our services windows. We appreciate the residents that wear masks to protect our staff while we complete your transactions. We also welcome Scout Emrick as a new part-time employee who replaced Cherie Fuller this summer, as Cherie went to work for the Town of Londonderry. Scout's friendly disposition is a great asset for our department. Our seasoned Customer Service Assistants; Kathi Malloy, Norma Graceffa, Lori Holmes and Lynn Trahan have embraced the department addition with ease and enthusiasm. This full tax office team works steadily greeting each customer with full attentiveness in addition to accomplishing the workload of the department in a timely manner. The office oversight is headed by myself, Diane Mulholland, as the Tax Collector/ Municipal Agent and Stacey Beliveau as the Deputy Tax Collector. We look forward to serving the citizens of Derry in FY21.

The MS-61 Tax Collector's Report for the fiscal year ended June 30, 2020 follows this report.

Respectfully Submitted,

*Diane M. Mulholland*

Diane M. Mulholland

Tax Collector/Municipal Agent





## Tax Collector's Report

For the period beginning  and ending

This form is due **March 1st (Calendar Year)** or **September 1st (Fiscal Year)**

### Instructions

Cover Page

For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

### ENTITY'S INFORMATION

Municipality:

County:

Report Year:

### PREPARER'S INFORMATION

First Name

Last Name

Street No.

Street Name

Phone Number

Email (optional)



New Hampshire  
Department of  
Revenue Administration

MS-61

Debits

Uncollected Taxes Beginning of Year	Account	Levy for Year of this Report	Prior Levies (Please Specify Years)		
			Year: 2019	Year: 2018	Year: Prior
Property Taxes	3110		\$6,788,792.72	\$674.19	
Resident Taxes	3180				
Land Use Change Taxes	3120		\$59,200.00	\$24,380.00	
Yield Taxes	3185				
Excavation Tax	3187				
Other Taxes	3189		\$581,683.53	\$2.40	
Property Tax Credit Balance			(\$10,379.89)		
Other Tax or Charges Credit Balance			(\$10,938.03)		

Taxes Committed This Year	Account	Levy for Year of this Report	Prior Levies	
			2019	
Property Taxes	3110	\$42,659,466.37	\$42,297,710.66	
Resident Taxes	3180			
Land Use Change Taxes	3120	\$82,200.00		
Yield Taxes	3185	\$3,122.26		
Excavation Tax	3187			
Other Taxes	3189	\$4,579,798.78	\$22,453.62	
Utility Refunds	3110	\$371.59	\$721.23	

Overpayment Refunds	Account	Levy for Year of this Report	Prior Levies		
			2019	2018	Prior
Property Taxes	3110		\$296,687.68	\$65,090.94	
Resident Taxes	3180				
Land Use Change Taxes	3120				
Yield Taxes	3185				
Excavation Tax	3187				
Interest on Land Use & utilities	3190	\$10,328.30	\$6,735.35	\$4,725.33	
Interest and Penalties on Delinquent Taxes	3190		\$63,827.73	\$77.66	
Interest and Penalties on Resident Taxes	3190				
Total Debits		\$47,335,287.30	\$50,096,494.60	\$94,950.52	\$0.00



Credits

Remitted to Treasurer	Levy for Year of this Report	Prior Levies		
		2019	2018	Prior
Property Taxes	\$37,731,436.61	\$48,388,657.77	\$2,147.48	
Resident Taxes				
Land Use Change Taxes	\$82,200.00	\$35,700.00	\$24,380.00	
Yield Taxes				
Interest (Include Lien Conversion)		\$63,827.73	\$77.66	
Penalties				
Excavation Tax				
Other Taxes	\$4,115,479.25	\$557,356.40	\$2.05	
Conversion to Lien (Principal Only)		\$961,027.03		
Write Offs		(\$2,915.82)		
Discounts Allowed				

Abatements Made	Levy for Year of this Report	Prior Levies		
		2019	2018	Prior
Property Taxes		\$78,718.95	\$63,621.24	
Resident Taxes				
Land Use Change Taxes				
Yield Taxes	\$2,968.00			
Excavation Tax				
Other Taxes	\$24,454.74	\$766.38		
Interest on Land Use & Utilities	\$10,328.30	\$6,735.35	\$4,725.33	
Transfer to Tax	\$7,414.46	\$13,319.30		
Current Levy Deeded				



New Hampshire  
Department of  
Revenue Administration

MS-61

Uncollected Taxes - End of Year # 1080	Levy for Year of this Report	Prior Levies		
		2019	2018	Prior
Property Taxes	\$5,192,848.19			
Resident Taxes				
Land Use Change Taxes				
Yield Taxes	\$154.26			
Excavation Tax				
Other Taxes	\$446,223.22	\$24.65	\$0.35	
Property Tax Credit Balance	(\$264,818.43)	(\$6,723.14)	(\$3.59)	
Other Tax or Charges Credit Balance	(\$13,401.30)			
<b>Total Credits</b>		<b>\$47,335,287.30</b>	<b>\$50,096,494.60</b>	<b>\$94,950.52</b>
				<b>\$0.00</b>

**For DRA Use Only**

Total Uncollected Taxes (Account #1080 - All Years)	\$5,354,304.21
Total Unredeemed Liens (Account #1110 - All Years)	\$1,407,406.30



## Lien Summary

### Summary of Debits

	Last Year's Levy	Prior Levies (Please Specify Years)		
		Year: 2018	Year: 2017	Year: prior
Unredeemed Liens Balance - Beginning of Year		\$727,796.78	\$434,049.91	\$245,559.61
Liens Executed During Fiscal Year	\$1,011,789.95			
Interest & Costs Collected (After Lien Execution)	\$6,089.47	\$65,590.59	\$97,166.77	\$29,050.94
Elderly Deferrals		\$6,590.80	\$9,330.43	\$83,226.19
Refunds				
Property Tax Credits		(\$45.27)	(\$4.99)	(\$59.21)
<b>Total Debits</b>	<b>\$1,017,879.42</b>	<b>\$799,932.90</b>	<b>\$540,542.12</b>	<b>\$357,777.53</b>

### Summary of Credits

	Last Year's Levy	Prior Levies		
		2018	2017	prior
Redemptions	\$245,252.66	\$299,090.84	\$274,126.67	\$37,117.90
Elderly Deferrals	\$2,972.46	\$6,590.80	\$9,330.43	\$79,556.85
Interest & Costs Collected (After Lien Execution) #3190	\$6,089.47	\$65,590.59	\$97,166.77	\$29,050.94
Elderly Deferral Redeemed				\$3,669.34
Property Tax Credits	(\$237.20)	(\$56.67)	(\$4.99)	(\$59.21)
Abatements of Unredeemed Liens	\$3,389.54	\$515.19	\$1,759.30	\$4,296.29
Liens Deeded to Municipality				
Unredeemed Liens Balance - End of Year #1110	\$760,412.49	\$428,202.15	\$158,163.94	\$204,145.42
<b>Total Credits</b>	<b>\$1,017,879.42</b>	<b>\$799,932.90</b>	<b>\$540,542.12</b>	<b>\$357,777.53</b>

#### For DRA Use Only

Total Uncollected Taxes (Account #1080 - All Years)	\$7,259,926.99
Total Unredeemed Liens (Account #1110 - All Years)	\$1,550,924.00



New Hampshire  
Department of  
Revenue Administration

MS-61

**DERRY (119)**

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Preparer's Last Name

Date

Diane

Mulholland

8-24-20

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

**PREPARER'S CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Diane Mulholland Tax Collector

Preparer's Signature and Title



**Derry**  
**Summary Inventory of Valuation**

**Reports Required:** RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

**Note:** The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>

Assessor
Stephan Hamilton (Whitney Consulting Group)

Municipal Officials		
Name	Position	Signature
Charles Foote	Council Chair	
Richard Tripp	Councilor	
Neil Wetherbee	Councilor	
Brian Chirichiello	Councilor	
Joshua Bourdon	Councilor	
Phyllis Katsakiores	Councilor	
James Morgan	Councilor	

Preparers		
Name	Phone	Email
Stephan Hamilton	5600629	stevehamilton.wcg@gmail.com
Stephan Hamilton	5600629	stevehamilton.wcg@gmail.com

Preparer's Signature



**New Hampshire**  
Department of  
Revenue Administration

**2020**  
**MS-1**

Land Value Only		Acres	Valuation
1A	Current Use RSA 79-A	5,404.39	\$747,345
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0
1C	Discretionary Easements RSA 79-C	132.00	\$36,100
1D	Discretionary Preservation Easements RSA 79-D	0.00	\$0
1E	Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0
1F	Residential Land	10,524.05	\$1,044,111,900
1G	Commercial/Industrial Land	1,386.15	\$208,604,450
1H	<b>Total of Taxable Land</b>	<b>17,446.59</b>	<b>\$1,253,499,795</b>
1I	Tax Exempt and Non-Taxable Land	2,861.30	\$62,437,745

Buildings Value Only		Structures	Valuation
2A	Residential	0	\$1,885,855,480
2B	Manufactured Housing RSA 674:31	0	\$26,131,200
2C	Commercial/Industrial	0	\$458,812,755
2D	Discretionary Preservation Easements RSA 79-D	0	\$0
2E	Taxation of Farm Structures RSA 79-F	0	\$0
2F	<b>Total of Taxable Buildings</b>	<b>0</b>	<b>\$2,370,799,435</b>
2G	Tax Exempt and Non-Taxable Buildings	0	\$222,382,345

Utilities & Timber		Valuation
3A	Utilities	\$51,696,202
3B	Other Utilities	\$66,200
4	Mature Wood and Timber RSA 79:5	\$0
5	<b>Valuation before Exemption</b>	<b>\$3,676,061,632</b>

Exemptions		Total Granted	Valuation
6	Certain Disabled Veterans RSA 72:36-a	1	\$356,800
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	5	\$311,400
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0
10B	Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	\$0
11	<b>Modified Assessed Value of All Properties</b>		<b>\$3,675,393,432</b>

Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$40,000	12	\$460,000
13	Elderly Exemption RSA 72:39-a,b	\$0	231	\$27,614,400
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$0	0	\$0
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	0	\$0
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
20	<b>Total Dollar Amount of Exemptions</b>			<b>\$28,074,400</b>
21A	<b>Net Valuation</b>			<b>\$3,647,319,032</b>
21B	<b>Less TIF Retained Value</b>			<b>\$91,881,902</b>
21C	<b>Net Valuation Adjusted to Remove TIF Retained Value</b>			<b>\$3,555,437,130</b>
21D	<b>Less Commercial/Industrial Construction Exemption</b>			<b>\$0</b>
21E	<b>Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction</b>			<b>\$3,555,437,130</b>
22	<b>Less Utilities</b>			<b>\$51,696,202</b>
23A	<b>Net Valuation without Utilities</b>			<b>\$3,595,622,830</b>
23B	<b>Net Valuation without Utilities, Adjusted to Remove TIF Retained Value</b>			<b>\$3,503,740,928</b>





**New Hampshire**  
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**Utility Value Appraiser**

New Hampshire Department of Revenue Administration

The municipality **DOES** use DRA utility values. The municipality **IS NOT** equalized by the ratio.

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
LIBERTY UTILITIES (GRANITE STATE ELECTRIC) CORP	\$217,720				\$217,720
NEW HAMPSHIRE ELECTRIC COOP	\$1,223,608				\$1,223,608
PSNH DBA EVERSOURCE ENERGY	\$26,915,441			\$14,128,813	\$41,044,254
	\$28,356,769			\$14,128,813	\$42,485,582

Gas Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
LIBERTY UTILITIES (ENERGYNORTH NATURAL GAS) CORP	\$4,165,486				\$4,165,486
	\$4,165,486				\$4,165,486

Water Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PENNICHUCK EAST UTILITY INC	\$794,930	\$41,407		\$202,574	\$1,038,911
PENNICHUCK WATER WORKS INC	\$1,369,106	\$837,474		\$1,799,643	\$4,006,223
	\$2,164,036	\$878,881		\$2,002,217	\$5,045,134

Other Utility Company Name	Valuation
B A ASSOCIATION	\$66,200
	\$66,200



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Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$500	816	\$407,667
Surviving Spouse RSA 72:29-a	\$2,000	0	\$0
Tax Credit for Service-Connected Total Disability RSA 72:35	\$2,000	63	\$126,000
All Veterans Tax Credit RSA 72:28-b			
Combat Service Tax Credit RSA 72:28-c			
		<b>879</b>	<b>\$533,667</b>

**Deaf & Disabled Exemption Report**

Deaf Income Limits	
Single	
Married	

Deaf Asset Limits	
Single	
Married	

Disabled Income Limits	
Single	
Married	

Disabled Asset Limits	
Single	
Married	

**Elderly Exemption Report**

First-time Filers Granted Elderly Exemption for the Current Tax Year	
Age	Number
65-74	10
75-79	3
80+	3

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted				
Age	Number	Amount	Maximum	Total
65-74	72	\$85,000	\$6,120,000	\$5,589,200
75-79	54	\$125,000	\$6,750,000	\$6,176,700
80+	105	\$165,000	\$17,325,000	\$15,848,500
	<b>231</b>		<b>\$30,195,000</b>	<b>\$27,614,400</b>

Income Limits	
Single	\$35,000
Married	\$45,000

Asset Limits	
Single	\$150,000
Married	\$150,000

**Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)**

Granted/Adopted? Yes

Structures: 1

**Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)**

Granted/Adopted? No

Properties:

**Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)**

Granted/Adopted? No

Properties:

**Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 72:80-83)**

Granted/Adopted? No

Properties:

Percent of assessed value attributable to new construction to be exempted:

Total Exemption Granted:

**Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)**

Granted/Adopted? No

Properties:

Assessed value prior to effective date of RSA 75:1-a:

Current Assessed Value:



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Current Use RSA 79-A	Total Acres	Valuation
Farm Land	1,051.55	\$431,401
Forest Land	3,199.72	\$288,633
Forest Land with Documented Stewardship	29.65	\$1,530
Unproductive Land	788.93	\$18,064
Wet Land	334.54	\$7,717
	5,404.39	\$747,345

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	392.72
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	
Total Number of Owners in Current Use	Owners:	206
Total Number of Parcels in Current Use	Parcels:	269

Land Use Change Tax

Gross Monies Received for Calendar Year		
Conservation Allocation	Percentage: 0.00%	Dollar Amount:
Monies to Conservation Fund		
Monies to General Fund		

Conservation Restriction Assessment Report RSA 79-B	Acres	Valuation
Farm Land		
Forest Land		
Forest Land with Documented Stewardship		
Unproductive Land		
Wet Land		

Other Conservation Restriction Assessment Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	
Parcels in Conservation Restriction	Parcels:	



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Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
Hoodcroft Golf Course	132.00	1	\$36,100

**Taxation of Farm Structures and Land Under Farm Structures RSA 79-F**

Number Granted	Structures	Acres	Land Valuation	Structure Valuation
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**Discretionary Preservation Easements RSA 79-D**

Owners	Structures	Acres	Land Valuation	Structure Valuation
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Map	Lot	Block	%	Description
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*This municipality has no Discretionary Preservation Easements.*

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
Derry Commerce Corridor	6/16/2020	\$175,085,996	\$15,000,000	\$74,104,100	\$264,190,096
<i>Note: Expanded 2020</i>					
Gateway	5/19/2020	\$54,683,518		\$17,777,802	\$72,461,320
<i>Note: Ash Street (3/9/2009) renamed and expanded 2020</i>					

**Revenues Received from Payments in Lieu of Tax**

	Revenue	Acres
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357	\$4,947.00	68.30
White Mountain National Forest only, account 3186		

**Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)**

**Amount**

*This municipality has not adopted RSA 72:74 or has no applicable PILT sources.*

**Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)**

**Amount**

Masonic Business Group	\$1,000
Nutfield Heights, Inc	\$79,978
	<b>\$80,978</b>

**Notes**

Full Statistical Update, No Equalization of Utility Values.

## TOWN OF DERRY

### Treasurer's Report June 30, 2016

#### Citizens Bank

Beginning Balance, July 1, 2015 \$ 18,875,571.82

#### Revenue Receipts:

Received from Tax Collector	\$ 91,446,035.54	
Received from Town Clerk	\$ 109,575.79	
Received from Libraries	\$ 41,922.36	
Interest Earned on Investments	\$ 3,142.03	
Received from State/County	\$2,451,617.52	
Received from Federal Funds		
Total Revenue Receipts		\$ 94,052,293.24

#### Other Revenues:

Investment Transfers	\$ (12,568,350.96)	
Trust Funds	\$ 2,213,936.47	
Bonds/Bond Anticipation Notes	\$ 49,624.04	
ATM Income	\$ 731.25	
Total Other Revenues		\$ (10,304,059.20)

#### Disbursements

Council Orders to Pay	\$ 97,163,081.18	
Transfer of State Motor Vehicle Fees	\$ 1,944,088.66	
Transfer to Trust Funds (net)	\$ 2,690,550.00	
Lockbox Fees/invoice cloud	\$ 8,480.61	
Voided Checks	\$ (3,739,533.01)	
NSF Checks & Fees	\$ 157,864.72	
Total Disbursements		\$ 98,224,532.16

Ending Balance, June 30, 2016 \$ 4,399,273.70

#### Other Accounts

NBT Bank	CD	\$ 243,393.89
Century Bank	Money Market	\$ 10,640,004.94
Citizens Bank	Target Account	\$ 3,500,000.00
Optima Bank & Trust	Sweep	\$ 20,433,434.87
Optima Bank & Trust	CD	\$ 249,626.41
Optima Bank & Trust	ICS	\$ 1,000,049.29
Optima Bank & Trust	Target	\$ 40,001.00
Optima Bank & Trust	CDARS	\$ 15,304,891.47

Total Cash Balance, June 30, 2016 \$ 55,810,675.57

#### Allan D. Virr

Allan D. Virr  
Treasurer

## TOWN OF DERRY

### Treasurer's Report June 30, 2017

#### Citizens Bank

Beginning Balance, July 1, 2016 \$ 4,399,273.70

#### Revenue Receipts:

Received from all sources \$ 98,229,591.57  
Interest Earned on Investments \$ 13,643.71

Total Revenue Receipts 

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\$ 98,243,235.28

#### Other Revenues:

Investment Transfers \$ 65,811,074.74  
Trust Funds \$ 1,447,436.10  
ATM Income \$ 389.75

Total Other Revenues 

---

\$ 67,258,900.59

#### Disbursements

Council Orders to Pay \$ 47,399,731.81  
Transfer of State Motor Vehicle Fees \$ 1,954,627.68  
Transfer to Trust Funds (net) \$ 279,306.70  
Lockbox Fees/invoice cloud \$ 9,909.89  
Investment Transfers Out \$ 63,150,000.00  
School Payment from Taxes \$ 49,117,114.00  
Voided Checks \$ (218,999.88)  
Electronic Lease and Bond Payments \$ 478,882.13  
NSF Checks & Fees \$ 99,341.94

Total Disbursements 

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\$ 162,269,914.27

Ending Balance, June 30, 2016 \$ 7,631,495.30

#### Other Accounts

Century Bank	Money Market	\$ 2,609,067.51
Citizens Bank	Target Account	\$ 3,500,000.00
Optima Bank & Trust	Sweep	\$ 10,132,582.65
Citizens Bank	Sweep	\$ 23,974,791.54
Optima Bank & Trust	ICS	\$ 3,582,514.93
Optima Bank & Trust	Target	\$ 40,011.00
Optima Bank & Trust	CDARS	\$ 5,163,041.13

Total Cash Balance, June 30, 2017 

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\$ 56,633,504.06

Allan D. Virr

Allan D. Virr  
Treasurer

			In	Out	
Century	8,067,000.00	8,067,000.00	17717000	9650000	
NBT	244,074.84	244,074.74	244074.74		
Optima Sweep	18,300,000.00	18,300,000.00	30300000	12000000	
Citizens Sweep	(23,950,000.00)	(23,950,000.00)	17550000	41500000	
	2,661,074.84	2,661,074.74	65,811,074.74	63,150,000.00	

## TOWN OF DERRY

### Treasurer's Report June 30, 2017

#### Citizens Bank

#### Beginning Balance, July 1, 2016

#### Revenue Receipts:

Received from all sources	\$	98,229,591.57
Interest Earned on Investments	\$	13,643.71

Total Revenue Receipts

#### Other Revenues:

Investment Transfers	\$	65,811,074.74
Trust Funds	\$	1,447,436.10
ATM Income	\$	389.75
Total Other Revenues		

#### Disbursements

Council Orders to Pay	\$	47,399,731.81
Transfer of State Motor Vehicle Fees	\$	1,954,627.68
Transfer to Trust Funds (net)	\$	279,306.70
Lockbox Fees/invoice cloud	\$	9,909.89
Investment Transfers Out	\$	63,150,000.00
School Payment from Taxes	\$	49,117,114.00
Voided Checks	\$	(218,999.88)
Electronic Lease and Bond Payments	\$	478,882.13
NSF Checks & Fees	\$	99,341.94
Total Disbursements		

#### Ending Balance, June 30, 2016

#### Other Accounts

Century Bank	Money Market
Citizens Bank	Target Account
Optima Bank & Trust	Sweep
Citizens Bank	Sweep
Optima Bank & Trust	ICS
Optima Bank & Trust	Target



Optima Bank & Trust

CDARS

**Total Cash Balance, June 30, 2017**

**Allan D. Virr**

Allan D. Virr

Treasurer

\$ 4,399,273.70

\$ 98,243,235.28

\$ 67,258,900.59

\$ 162,269,914.27

\$ 7,631,495.30

\$ 2,609,067.51

\$ 3,500,000.00

\$ 10,132,582.65

\$ 23,974,791.54

\$ 3,582,514.93

\$ 40,011.00

\$ 5,163,041.13

**\$ 56,633,504.06**

## TOWN OF DERRY

### Treasurer's Report June 30, 2018

#### Citizens Bank

Beginning Balance, July 1, 2017 \$ 56,633,504.06

#### Revenue Receipts:

Received from all sources \$ 174,445,975.06  
Interest Earned on Investments \$ 202,787.98

Total Revenue Receipts \$ 174,648,763.04

#### Other Revenues:

Investment Transfers \$ 65,811,074.74  
Trust Funds \$ 1,964,560.15  
ATM Income \$ 344.85  
Total Other Revenues \$ 67,775,979.74

#### Disbursements

Council Orders to Pay \$ 48,911,248.60  
Transfer of State Motor Vehicle Fees \$ 8,456,592.84  
Transfer to Trust Funds (net) \$ 3,553,242.89  
Lockbox Fees/invoice cloud \$ 10,774.00  
Investment Transfers Out \$ 12,500,000.00  
School Payment from Taxes \$ 54,352,428.00  
Voided Checks \$ 218,999.88  
Electronic Lease and Bond Payments \$ 318,254.66  
NSF Checks & Fees \$ 124,490.80  
Total Disbursements \$ 128,446,031.67

Ending Balance, June 30, 2018 \$ 170,612,215.17

#### Other Accounts

Century Bank Money Market \$ 126,374.57  
Citizens Bank Target Account \$ 3,500,000.00  
  
Citizens Bank Sweep \$ 63,270.55  
Optima Bank & Trust ICS \$ 11,085,012.69  
Optima Bank & Trust Target \$ 40,011.00

Total Cash Balance, June 30, 2018 \$ 14,814,668.81

Allan D. Virr

Allan D. Virr  
Treasurer

# TOWN OF DERRY

## Treasurer's Report June 30, 2019

### Citizens Bank

Beginning Balance, July 1, 2018 \$ 32,405,226.51

### Revenue Receipts:

Received from all sources	\$ 131,243,581.83	
Interest Earned on Investments	\$ 496,949.73	
Total Revenue Receipts		\$ 131,740,531.56

### Other Revenues:

Investment Transfers	\$ 65,811,074.74	
Trust Funds	\$ 1,447,436.10	
Total Other Revenues		\$ 67,258,510.84

### Disbursements

Council Orders to Pay	\$ 48,781,550.04	
Transfer of State Motor Vehicle Fees	\$ 1,999,194.43	
Transfer to Trust Funds (net)	\$ 1,922,655.92	
Lockbox Fees/invoice cloud	\$ 10,632.51	
Investment Transfers Out	\$ 80,765,470.88	
School Payment from Taxes	\$ 55,369,995.00	
Voided Checks	\$ 127,998.47	
Electronic Lease and Bond Payments	\$ 805,044.79	
NSF Checks & Fees	\$ 127,998.47	
Total Disbursements		\$ 189,910,540.51

Ending Balance, June 30, 2019 \$ 41,493,728.40

### Other Accounts

Century Bank	Money Market	\$ 2,197,720.90
Citizens Bank	Target Account	\$ 3,500,000.00
Optima Bank & Trust	ICS	\$ 16,360,153.20
Optima Bank & Trust	Target	\$ 40,011.00
Citizens Bank	sweep	\$ 1,873.62

Total Cash Balance, June 30, 2019 \$ 63,593,487.12

Allan D. Virr

Allan D. Virr  
Treasurer

## TOWN OF DERRY

### Treasurer's Report June 30, 2020

#### Citizens Bank

**Beginning Balance, July 1, 2019** \$ **41,493,728.40**

#### **Revenue Receipts:**

Received from all sources	\$	116,946,877.72	
Interest Earned on Investments	\$	486,530.76	
Total Revenue Receipts	\$		117,433,408.48

#### **Other Revenues:**

Investment Transfers	\$	67,200,000.00	
Trust Funds	\$	1,731,225.00	
Bonds/Bond Anticipation Notes			
Total Other Revenues	\$		68,931,225.00

#### **Disbursements**

Council Orders to Pay	\$	54,551,866.10	
Transfer of State Motor Vehicle Fees	\$	2,075,531.95	
Transfer to Trust Funds (net)	\$	2,431,627.27	
Lockbox Fees/invoice cloud	\$	10,859.00	
Investment Transfers Out	\$	101,600,000.00	
School Payment from Taxes	\$	55,815,008.00	
Voided Checks	\$	(90,589.08)	
Electronic Lease and Bond Payments	\$	2,690,011.16	
NSF Checks & Fees	\$	45,948.53	
Total Disbursements			\$ 219,130,262.93

**Ending Balance, June 30, 2019** \$ **8,728,098.95**

#### Other Accounts

Citizen Bank Inv. Sweep		\$	51,569,382.84
Century Bank	Money Market	\$	229,258.37
Citizens Bank	Target Account	\$	3,500,000.00
Cambridge Trust Co	ICS	\$	1,541,309.65
Cambridge Trust Co	Target	\$	40,011.00

**Total Cash Balance, June 30, 2020** \$ **65,608,060.81**

Allan D. Virr

Allan D. Virr

Treasurer

## **DERRY BUREAU OF EMERGENCY MANAGEMENT ANNUAL REPORT**

The Derry Bureau of Emergency Management (Derry BEM) leads the community effort to prepare the Town of Derry (the Town) to effectively mitigate, prepare for, respond to, and recover from any natural or human-made disaster. Emergency Management assists other town departments in developing contingency emergency plans and maintains a comprehensive all hazards Emergency Operations Plan. This is an on-going activity which involves bolstering of the Emergency Operations Plan (EOP) and developing policies and procedures to support it. The Derry BEM serves as the coordinating agency among town departments and the conduit for communication with the NH Department of Homeland Security/Emergency Management.

Derry BEM maintains an Emergency Operations Center (EOC) which can be opened any day of the week, at any given time. The EOC is equipped with back-up power, computers, state of the art communication equipment and meeting space for emergency management personnel. The EOC has the ability to monitor weather conditions, communicate with the State of New Hampshire EOC, all town departments and area amateur radio operators. The EOC is also capable of broadcasting emergency information to the public through the internet, local cable television, Low Band AM Radio Station 1610, Twitter (@DerryNHBEM) and an interactive automated telephone communication system (Code Red™). Finally, the EOC coordinates resources, monitors conditions, deliver risk communications, provide coordination among Town departments and emergency services, and coordinate emergency shelter openings as required.

During the period of this report, July 1<sup>st</sup>, 2019 through June 30<sup>th</sup>, 2020, the Town experienced the effects of a nationwide pandemic, Coronavirus Disease 2019 (COVID-19). This pandemic began January 20<sup>th</sup>, 2020 and is continuing today. On March 13<sup>th</sup>, 2020 Governor Sununu issued Executive Order 2020-04 declaring a state of emergency in New Hampshire and on April 2<sup>nd</sup>, 2020 a federal disaster declaration was approved (HQ-20-066). On June 30, 2020 there were cumulatively 5,782 persons infected with COVID-19, 565 hospitalizations and 371 deaths. Governor Sununu released 10 executive orders and 54 emergency orders. To slow the spread of COVID-19 non-essential businesses were closed, citizens were encouraged to telework and both Pinkerton Academy and the Derry School district transitioned to remote learning. The wearing of face coverings while indoors is strongly being encouraged. As of June 30<sup>th</sup>, 2020, 295 residents of Derry were infected with COVID-19. The Town experienced significant cluster outbreaks in two long term care facilities effecting large numbers of both residents and staff. The current number of deaths to Derry residents related to COVID-19 is not available. The Emergency Operations Center was activated on March 15<sup>th</sup>, 2020 and began implementing emergency response actions and as well planning for long term logistics as it relates to personal protective equipment. Previous planning events related to the Ebola and H1N1 viruses proved invaluable in responding to this pandemic.



In Conclusion, COVID-19 continues to spread throughout communities across New Hampshire and Derry. Although the infection rate is low in New Hampshire a second wave of the pandemic is possible this fall. The Derry Bureau of Emergency Management continues to monitor the spread of COVID-19 and remains agile in our response. A vaccine is not expected until early next year and as a community we must continue to work together to prevent spread. Citizens can find more information on COVID-19 at <https://www.nh.gov/covid19/> and <https://www.cdc.gov/coronavirus/2019-nCov/index.html> .

## **DERRY FIRE DEPARTMENT ANNUAL REPORT**

The Derry Fire Department is a full-service fire department that provides emergency services and protection from fire, natural and manmade disasters, and medical emergencies. It provides these services through four integrated and related areas within the Department – Fire, EMS, Emergency Communications, and Emergency Management.

The Derry Fire Department provides fire protection through education, enforcement and suppression activities. We respond from four fire stations located throughout the Town, and from Administrative and Code Enforcement offices located in the Municipal Center.

The Derry Fire Department strives to provide a safe, healthy and pleasant environment in which to work in. We accomplish this with a systematic approach which includes programs of preventative maintenance, replacement of outdated inefficient equipment, new technologies and quality products. This report reflects activities and changes made during FY 2020.

### **TRAINING**

Between July 1, 2019 and June 30, 2020 members of the department participated in 7,652 staff/hours of fire, rescue, prevention, and emergency management training. This averages 104 hours of training per department member and does not include the additional numerous hours our staff is required to complete each year to meet State and National emergency medical training requirements.

This Fire/Rescue training was delivered using a variety of techniques including on-line training, traditional classroom training, and hands on practical training. Online training was done through Fire Rescue 1 Academy, FEMA, National Fire Academy, and the New Hampshire Fire Academy.

These training hours also include the hours that many members of the department participated in Fire/Rescue and staff development training on their own time and without pay through organizations such as the New Hampshire Fire Academy, National Fire Academy and other regionally sponsored seminars.

This year's training has been focused on fundamental skills and equipment reviews, ice rescue, forcible entry hands-on, fire investigation, leadership, human resources, and active shooter training. Additional training focused on our new emergency response apparatus - Engine 1 and Marine 2.

Captain Ryan Bump with the help of Firefighter/Paramedic Matt Carter constructed a multi-purpose training prop at the English Range Station. The prop's main function is to allow a location for firefighters to complete Self-Contained Breathing Apparatus (SCBA) confidence

evolutions. The prop also allows for other evolutions such as entering a room from a window to complete a unique search technique.

The Department has continued its commitment to providing ongoing training regarding active shooter incidents. This was achieved through online and traditional classes, combined with patient care simulators and extensive practical drills.

During the upcoming fiscal year - the training priorities include in-house state certification process for Driver/Operator Training of All Vehicles, Pumps, and Aerial Apparatus. Other significant areas include strategy and tactics with use of developing pre-fire plans of structures in Derry. Continuous refresher training focused on basic and advanced firefighting fundamentals will be instructed by qualified in-house instructors on department developed and owned props. Leadership training will also occur to provide professional development and succession planning. The Health and Safety Committee will continue to provide cancer awareness and prevention education.

## **PERSONNEL**

*During FY20 – members retired or left the Derry Fire Department:*

- Battalion Chief Jack Webb retired after 33 years with the Derry Fire Department. Chief Webb served as the Department Training Officer for many years. Additionally, he was responsible for the hiring of new employees. He oversaw the hiring of every employee since 2004. Chief Webb was known for his kindness and amazing depth of knowledge. Chief Webb is now working on his blacksmithing skills and enjoying retirement with his wife Terri.
- Lieutenant Rick Fisher retired after 27 years of service with the Derry Fire Department. He started his career with the East Derry Fire Department and then joined Derry with the merger of the two departments in 2005. Lieutenant Fisher was known for his commonsense approach to firefighting. He was the department's ice and water rescue training officer for many years. He now enjoying spending personal time on the water with his wife, Cindy.
- Firefighter/Paramedic Steve Auger retired after 13 years of service with the Derry Fire Department, but he amassed 27 plus years of public service. He worked for the Epsom Fire Department and the Durham Fire Department before joining Derry in 2006. Firefighter Auger was known for his sense of humor and his ability to drive anything. He is enjoying retirement and spending time on his boat with his wife Linda.
- Firefighter John McCaugherty retired after 21 years of service to the Derry Fire Department. John was well known for his impeccable uniforms and his love of coffee. John came to us after a military career that included both the Marine Corps and the Coast Guard. John now resides in Auburn with his wife Phyllis.
- Firefighter Tommy Small retired after 20 years of service to the town. FF Small was well regarded for his dedication to the town and the department. He mentored several new

employees over the course of his career and was a consistent, reliable member of the department. FF Small came to Derry by way of the Hudson, NH Fire Department, and the United States Navy where he served with pride for 4 years. In retirement, he is enjoying cigars, his pool, and his grandchildren.

- Firefighter Keith Munroe retired after 15 years of service to the town of Derry. Keith was known for his steady, calm demeanor. He remains living in Derry and enjoys time with his family and his Ford Mustang.
- Executive Secretary Jayne Gannon retired after 24 years of service to the Department. She provided years of steady guidance and organization for the department. Thankfully, she did not leave the town completely; she returned shortly after her departure to fill the Department's part time administrative assistant.

#### *The Derry Fire Department Promotions:*

- Erin Harding was promoted to Executive Secretary from Administrative Assistant. Erin joined the department in 2016 and quickly proved to be a dedicated and conscientious member of the administration team.

#### *The Derry Fire Department Welcomes the Following New Members:*

- Firefighter Scott Newnan. Firefighter Newnan comes to us with experience from the Chester Fire Department. He lives in Chester. He has already completed his probation and is assigned to Group 4.
- Firefighter Keegan Williams. Firefighter Williams comes from a firefighting family and has recently completed college at the Massachusetts Maritime Academy. During his time in college he was call firefighter with the Onset, Mass fire department. He is assigned to Group 3.
- Firefighter/Paramedic Yari McKeon. Paramedic McKeon comes to Derry by way of the Southwest part of the state. He has paramedic experience with Rescue Inc out of Brattleboro, Vermont and is a call firefighter in Swanzey, NH. He is assigned to Group 2.
- Firefighter Sean Hall also comes from a firefighting family. His father recently retired from the Salem Fire Department. Sean worked as a Full Time EMT with a private ambulance service before being hired in Derry. He is also a call firefighter in Auburn, NH and is assigned to Group 4.
- Firefighter Tyler White joined the Derry Fire Department after completing a Fire Science Degree at Lakes Region Community College. He was a call firefighter in Chichester, NH while attending LRCC. He is assigned to Group 1.

## **FACILITIES**

In Fiscal Year 2020 - the Derry Fire Department completed several facility projects. These projects were considered based on the following criteria: Code Compliance, Health and Safety, Energy Conservation and Life Cycle.

**The Central Station** is located at 131 East Broadway, just west of the Danforth Traffic Circle. The station is a 10,000 square foot facility, of which 3,000 square feet is living area. It was built and became operational in 1973. The apparatus floor at Central Station is 5900 square feet of un-insulated space. The Station contains living quarters for up to eight crossed trained Firefighter/EMS personnel that are assigned to the station for 24-hour shifts. Daily staffing includes a three to four-member Advanced Life Support (ALS) Engine Company, who are responsible for cross staffing a Rescue Unit/Heavy Rescue Trailers and a Structural Tanker (when staffing allows), a two-member ALS Medic Unit (ambulance) and the Battalion Chief who oversees daily operations and responds in a command vehicle to provide oversight of emergency operations. Members also ensure the operational readiness of an additional ALS Medic Unit. Central Station also houses the Emergency Communications Center which is staffed 24/7 dispatching emergency calls for the Towns of Derry, Windham, Chester, Auburn, Southeastern NH Regional Hazardous Materials Team, and coordinate emergency response of the Border Area Mutual Aid District when the Statewide Mobilization Plan is initiated for large scale emergencies.

Central Station had many facility enhancements that were focused on Health & Safety and functionality completed during FY20. The largest project was a significant renovation to the station's living Quarters. This project included the demolition of the stationary trailer and construction was begun on a new permanent addition, scheduled to be completed early this fall.

Challenges for this station include it is not possible to insulate the ceiling because the flat roof is not engineered to hold snow loads. The equipment and apparatus must be maintained at constant temperatures to maintain readiness and meet NH Bureau of EMS regulations and State RSA. The call volume, as well as the usual operations, requires the apparatus doors to be opened and closed often. Furthermore, the station is challenged by a lack of functional storage space for equipment and apparatus. While the station is not ideal - we continue to maintain a strong focus on energy conservation and innovated solutions.

**Island Pond Station** is located at 190 Warner Hill Road. The station is a 5000 square foot facility which was built in 1978. The Station contains living quarters for up to four crossed trained Firefighter/EMS personnel that are assigned to the station for 24-hour shifts. Daily staffing includes a three-person Advanced Life Support (ALS) Engine Company that cross staff an ALS Medic Unit (ambulance), Forestry Tanker, Forestry Unit, and a Marine Unit. Personnel assigned to this station are responsible for in-house small engine repair on equipment such as chainsaws and forest firefighting pumps.

Facility projects this year, included the installation of a new air compressor, construction of a secure front foyer, the installation of a new flagpole, as well as the completion of some re-piping of the interior water drainage lines.

**English Range Road Station** is located at 1 English Range Road. The station is a 4401 square foot facility which was built in 2001. The Station is staffed full time by 4 shifts of 3 personnel cross-staffing Engine 3, Medic 3, and Forestry 3. All personnel are cross trained for fire and medical response. Recent Station inspections and evaluation showed the station was in good working order and appearance.

Station improvements included construction of an indoor training course. This course has been used by our department personnel to increase their confidence and skill using our self-contained breathing apparatus (SCBA). Our personnel are now able to practice firefighting skills that would otherwise be difficult to simulate. These skills include searching for and rescuing victims and practicing survival skills used by firefighters to escape dangerous firefighting situations. The department also replaced the stations older refrigerator with a new energy efficient refrigerator.

Our relationship with the Buildings and Grounds Department has benefited this station very much. Over this past year, they have completed numerous small projects around the station in a timely and cost-effective manner.

Work with the State Department of Transportation (NH-DOT) on the Bypass 28 and English Range Road Intersection upgrade was completed. This project included widening the lanes, installation of traffic lights, drainage improvements and paving of our driveway all at no additional cost to the Town of Derry.

**Hampstead Road Station** is located at 74 Hampstead Road. The station was built in 1974 as a 3-bay fire station. An addition to the building was added in 1994 to increase the apparatus bay area, the size of the administrative, living quarters, and a training room total 6800 square feet. The station is staffed full time by 4 shifts of 3 personnel cross-staffing Ladder 4, Engine 6, Medic 4, Utility 4, and Marine 4. All personnel are cross trained for fire and medical response.

The Hampstead Road Station hosts most of the Department training due to its central location and spacious training room. This training room is also used to host a multitude of public education classes such as First Aid, Automated Defibrillation, and CPR. The departments self-contained breathing apparatus are also maintained at the Hampstead Road Station.

During FY 20 – A new emergency generator has been installed which will provide power to the station in the event of a power outage. A new grate/drain system was installed in the apparatus floor in Bay #2. This was done to replace the old grating that was not rated to support the weight of Ladder 4. Additionally, a variety of small projects were completed by the buildings and ground department, which focused on the upkeep of the station.

## **FIRE PREVENTION**

The primary focus of the Fire Prevention Bureau is to help prevent fires and injuries from occurring whenever possible. This is accomplished by providing education to residents, businesses and visitors. Our prevention bureau delivers prevention education in many ways such as during fire safety inspections, visiting the schools, attending events & community outreach programs. If a fire does occur our staff will work to investigate the origin and cause to help prevent future fires from occurring.

The Derry Fire Prevention Bureau works daily to help our citizens Plan, Prepare & Prevent a tragedy from occurring. Yearly the Nation Fire Protection Agency announces a theme to partner with local fire departments in delivering their safety message. The 2019 message was to Practice and Plan Your Escape. We delivered this message to Derry during our Open House event during Fire Prevention week. We had over 500 people attend this popular event where we showed children how to escape a house fire, the dangers that lurk in the average home and how to practice fire safety. Our staff demonstrated some hazards using a live fire prop where a small room was created with average furniture and household items. The prop was set on fire and the crowd was able to witness how a small fire grows and travels up the walls to rapidly spread through the home. The demonstrations wowed the audience, and most were amazed at how fast a fire can spread. The important take away is that working smoke detectors are one of the most important ways to be notified of a fire at the early stages of a fire to afford the occupants a chance to escape quickly. We encourage all to practice fire drills at home and to develop an escape plan with your loved ones.

Fiscal year 2020 has been a very busy one for our Fire Prevention Bureau. Our staff conducted 1731 fire safety inspections. These inspections include routine life safety inspections in businesses, apartments, schools, and homes. Other inspections we perform are for new businesses, place of assembly permits, gas, and oil heating devices to name a few. Our primary mission during inspections is to ensure life safety of occupants using the NH adopted fire codes as referenced to educate the public and to aide in correction if necessary. We work very closely with other town departments to review new businesses that come to town. Our relationship with other town departments helps make the process of a new business coming to Derry a very easy one. We have heard from many that our town process and friendly atmosphere is one of the key reasons they chose Derry to open a business. Last year our bureau reviewed several plans for new businesses, maybe you have noticed some of the new businesses as you drive around town.

Please like and follow us on the Derry Fire Department Facebook page for some great life saving tips, public service announcements and videos. Please let us help you PLAN, PREPARE & PREVENT a tragedy from happening. Thank you for your support as we enjoy helping to keep our citizens safe.

## **EQUIPMENT AND VEHICLE MAINTENANCE**

The firefighting tools and equipment program is managed by Lt. Greg Laro. Fire hose and ladders are tested on an annual basis to ensure operational readiness. Two new vent saws and two new rotary saws were purchased to replace older saws that became obsolete and difficult to repair.

The Self-Contained Breathing Apparatus (SCBA) program is managed by Lt. Ron Sebastian and Firefighter Scott Bahan. The SCBA is a critical piece of firefighting equipment allowing firefighters to enter dangerous atmospheres which are encountered during building fires, hazardous materials incidents, etc. The SCBA units are approaching end of their service life. The existing SCBA are not compliant with current National Fire Protection Association (NFPA) standards. The SCBA units are inspected, repaired, and tested by one department members who have been trained and certified as SCOTT service technician. Having certified service technicians reduces unit downtime and helps reduce overall maintenance expenses. The air packs, cylinders, regulators and facepieces are projected to be replaced in FY 2021. The department has submitted for funding through the federal "Assistance to Firefighters Grant".

Lt. Anthony Rossignol manages the Personnel Protective Equipment (PPE) program. This includes structural firefighting ensembles, brush gear, and all allied equipment. Structural firefighting ensembles are replaced every 10 years and each firefighter has two sets. This allows the clothing/equipment to be decontaminated between use in hazardous environments. This helps reduce firefighter exposure to carcinogens. This year - 6 sets of structural firefighting ensembles were purchased for newly hired personnel.

The Vehicle Maintenance Division maintains and repairs all fire department vehicles with intent of providing safe and mission ready emergency response vehicles. The Department employs one full time mechanic, Firefighter/ Mechanic Bob Marini, who serves as the Director of Fleet Maintenance and maintains a fleet of 26 vehicles.

Two vehicle acquisitions occurred during this annual reporting period to include a Ford Interceptor Utility (C2) and Zodiac Milpro MK4HD inflatable boat with an Evinrude Rescue Jet Pro motor (Marine 2).



## **EMERGENCY MEDICAL SERVICES AND AMBULANCE**

The Derry Fire Department is accredited through the Commission on Accreditation of Ambulance Services (CAAS) and is known across the state for emergency medical service excellence. The Derry Fire Department is 1 of only 19 municipal fire departments across the country to successfully complete the accreditation process. For over 32 years, our EMS system has been committed to its core beliefs for how pre-hospital medical care should be provided. Our firefighter/EMS professionals engage in continuous review of their performance in an effort to continuously improve their skills the next time out the door; to be better prepared to address the emergency medical needs of the residents, businesses, and visitors of greater Derry.

The Derry Fire Department successfully completed the process of recertifying and relicensing all EMTs, Advanced EMTs, and Paramedics whose National Registry EMT certifications were due to expire in March 2020. The Director of EMS provided National Continued Competency Programs, Local Option and Individual Continuing Education to on-duty personnel. Each Derry Fire Department EMS provider completes no less than 42 hours of National, Local and Individual Continuing Education each calendar year. EMS education is delivered in the formal classroom setting, interactive remote utilizing Zoom, high fidelity simulation and on-line distributive education. During fiscal year 2020 - 2856 hours of EMS education was provided.

The Derry Fire Department continues to offer HeartSafe Community CPR/AED training free of charge to residents and businesses of greater Derry on the third Wednesday of every month. To date - over 2910 residents have been trained in Emergency Care CPR/AED; last year we certified another 70 CPR/AED providers. As a result of the pandemic our stations have been closed since March 2020 forcing the department to postpone its HeartSafe Community initiative and CPR/AED training. We look forward to returning to monthly trainings once it is safe to do so. In addition to our CPR/AED training we have included Opioid Overdose Education and Narcan administration to our monthly trainings. New Hampshire Department of Health and Human Services have provided 105 Narcan overdose kits to attendees at no cost.

As a direct result of the local and state opioid crisis - the Derry Fire Department routinely collaborates with local Public Health Partners such as: The Doorway of Greater Manchester, Center for Life Management, Community Alliance for Teen Safety, Greater Derry Community Health Services, Parkland Medical Center, Derry Police Department, and Professional Firefighters of Derry - Local 4392. The Derry Fire Department and our public health partners have to date offered 28 opioid overdose trainings events to the public and made available Narcan overdose kits to anyone desiring one. The Narcan kits were made available by the New Hampshire Department of Health and Human Services (DHHS) - to date over 690 people have attended both community trainings and department sponsored trainings and have received DHHS Naloxone overdose kits. Nine residents presented to one of our Fire Stations requesting Narcan overdose kits and received just in time training and kits.

The professional men and women of the Derry Fire Department are tasked with an incredible responsibility, responding to the emergency medical needs of areas residents, businesses, and visitors. We assume this responsibility by upholding standards of professional practice, conduct and education. We pledge to maintain professional competence, striving always for clinical excellence in the delivery of patient care. We are proud to have the opportunity to serve our community and look forward to another year of dedicated and committed service.

## **COMMUNICATIONS /FIRE ALARM DIVISION**

The Derry Fire Department Communications Division is responsible for dispatching fire and emergency medical services for the Towns of Derry, Auburn, Chester, and Windham. Additionally – the Communications Division provides dispatching, record keeping and support for the Southeastern New Hampshire Hazardous Materials Mutual Aid District and is the Coordination Center for the Southern Tier of the NH Statewide Fire Mobilization Plan. Fire Communications Personnel dispatched a total of 7,716 calls for service during fiscal year 2020. We currently staff a minimum of one dispatcher on duty per shift and have a second dispatcher scheduled during our peak times.

During FY20 - The Communications Division executed phase 5 of a radio replacement program as part of our Department-wide capital improvement plan. Our existing portable and mobile radios were 10-15 years old and were becoming increasingly difficult and expensive to maintain. We purchased Motorola APX portable and mobile radios. This was final year of the 5-year implementation plan.

The Communications Division continues to conduct several training initiatives. Each month - Dispatchers participate in several in-service training programs to maintain their skills and proficiency in different areas of responsibility. Further, Dispatchers participate in bi-monthly training meetings where they are required to present training to the other Dispatchers in an educational, didactic, or hands on format. These training initiatives are not only important to the success of the individual dispatchers but are proven and validated by the successful Quality Assurance/Quality Improvement program and its results.

The Derry Fire Communications Center is one of three Communications Centers in New England to have obtained APCO Agency Training Program Certification for our training program. We are now the only Communications Center in NH to maintain an ongoing Quality Assurance/Quality Improvement program that is modeled after and meets or exceeds nationally recognized QA/QI standards.

The Communications Division is active on social media maintaining Facebook, Twitter, and Instagram accounts as a means to better communicate information to the public and citizens we serve. We also maintain a Twitter account for the Derry Bureau of Emergency Management. We

continue to urge citizens to sign up for the Code Red Emergency Notification System to be notified by phone, text, or email in the event of an emergency.

The Derry Fire Department is fortunate to have such a dedicated, talented, and well-trained staff. We look forward to FY21 and beyond.

Respectfully submitted,

*Michael J. Gagnon*

Michael J. Gagnon  
Derry Fire Chief

**Derry Fire Department**  
**Fiscal Year 2020 Statistics**

<b>Fire and Rescue Responses by Type</b>	
Building Fire	19
Vehicle/Heavy Equipment Fire	15
Brush	32
Fires - Other	22
Alarm Activation - No Fire	344
Hazardous Condition	144
Good Intent	346
Service Call	739
Emergency Medical Services	3144
<b>Total Responses</b>	<b>4805</b>

<b>Contracted Ambulance</b>	<b>Responses</b>
EMS Calls for Auburn	311
EMS Calls for Chester	203

<b>Simultaneous Incidents</b>	<b>Occurrences</b>	<b>Total</b>	<b>Simultaneous Incidents</b>
Single Call	2228	2228	N/A
Two Calls Simultaneously	549	1098	1098
Three Calls Simultaneously	217	651	651
Four Calls Simultaneously	86	344	344
Five or More Calls Simultaneously	80	484	484
<b>Totals</b>		<b>4805</b>	<b>2577</b>
			<b>53%</b>

<b>Calls by Day of the Week</b>	
Monday	711
Tuesday	709
Wednesday	698
Thursday	659
Friday	732
Saturday	692
Sunday	604
<b>Total</b>	<b>4805</b>

<b>Mutual/Automatic Aid Given</b>	<b>Incidents</b>
Auburn- Mutual Aid	4
Candia	3
Chester- Mutual Aid	0
Hampstead	12
Hooksett	1
Hudson	0
Litchfield	1
Londonderry	90
Manchester	5
Pelham	4
Plaistow	1
Salem	17
Sandown	4
Windham	55
<b>Total</b>	<b>197</b>

<b>Mutual/Automatic Aid Received</b>	<b>Incidents</b>
Auburn	8
Chester	8
Hampstead	7
Hudson	5
Londonderry	36
Manchester	3
Salem	18
Windham	22
Other	3
<b>Total</b>	<b>110</b>

<b>Emergency Calls Dispatched</b>	
Derry	4805
Auburn	608
Chester	466
Windham	1819
Hazmat Team Requests	18
<b>Total</b>	<b>7716</b>

Community Risk Reduction - Public Education		
	Occurrences	Attendees
Educational Facilities	14	687
Fire Station Tours	20	120
Public Safety Programs	13	300
Fire Extinguisher Training	4	72
Fire Station Open House	1	500
Community Outreach	31	1686
Events	8	575
Sparky Visits	6	240
Other	7	25
<b>Totals</b>	<b>104</b>	<b>4205</b>

Permits Issued – Plans Review	Occurrences
Outside Burning Permits	1634
Assembly Permits	94
Blasting Permits	3
Gas Piping Permits	291
Gas Burner Permits	291
Oil Burner Permits	108
Building Plans Reviewed	108
Site Plan Review	2
Change of Use Reviews	50
Fire Alarm Plan Review	32
Sprinkler Plan Review	36
Technical Review Meetings	7
<b>Total Permits and Plans Reviewed</b>	<b>2656</b>

<b>Fire Prevention Inspections</b>	<b>Occurrences</b>
Certificate of Occupancy	119
Existing Occupancy	118
Places of Assembly	96
Daycare/Foster Care Facilities	23
Gas Piping – Residential/Commercial	384
Oil Burner	85
Gas Burner	266
Complaint	23
Courtesy	19
Demolition/Abatement	16
Fire Drill	19
Fire Alarm Final Inspection	42
Sprinkler System Final	32
Sprinkler System Rough	22
Suppression System Inspection	7
Response Follow-up	55
Fire Investigations	25
Add/Remove Knox Box	30
Pre-Event	14
Pre-Plan	49
Re-Inspection	47
Rough	19
Service Call	83
Meeting/Site Meeting	109
Other	29
<b>Total Inspections</b>	<b>1731</b>

## **DERRY POLICE DEPARTMENT ANNUAL REPORT**

Over the past year, the Police Department has continued recruiting efforts. As of June 30, 2020, we have 57 of our 59 positions filled, and we are expecting to hire two more recruits at the beginning of FY21. This is the result of extensive recruitment efforts and continuing our recruitment/hiring through the COVID-19 pandemic by embracing new techniques such as remote meetings to conduct pre-employment interviews.

During FY20, four of our long-serving employees retired. Lt. Daniel Beattie retired after 23 years of service on September 1, 2019. Next, Officer Jeffrey Pike retired on December 31, 2019 after 22 years of service. On February 15, 2020 Officer Joel Jackson retired after 21 years of service. Finally, Lt. Eric Kester retired on March 15, 2020 after 20 years of service.

Following those retirements, we were pleased to promote Sgt. Shawn O'Donaghue to the rank of Lieutenant, Sgt. Michael Muncey to the rank of Lieutenant and Officers Jared Knox, Patrick Dawson, and Seth Plumer all to the rank of Sergeant.

Since July of 2019, the Police Department has hired nine new officers. Officers Melissa Houde and Thomas Lyons were hired in August of 2019, have graduated the academy, passed their FTO program, and are currently working as solo police officers. Officers Casey Noyes and Brendan Holden were hired in November of 2019, have graduated the academy, passed their FTO program, and are currently working as solo police officers. Officer Monica Ricci was hired in March of 2020. Officer Jack Stafford was hired in April of 2020. Both officers are currently attending the 182<sup>nd</sup> NH Police Academy and are expected to graduate on August 21, 2020. Lastly, Officers Collin Kennedy, Nikita Tomnyuk, and Taylor Dezotell were all hired in June of 2020 and will be attending the 183<sup>rd</sup> NH police academy on August 31, 2020. Recruitment/hiring efforts continue with the goal of filling all vacancies and establishing an eligibility list.

During calendar year 2019, we received 26,792 requests for police service. This number represents a decrease from 29,933 the previous year. The total number of crimes reported increased slightly from 3,179 crime reports to 3,311.

The Police Department applied for a COVID-19 grant, which was made available through the State of New Hampshire. As part of this grant, the department will look to enhance our personal protective equipment, specifically with the purchase of four PAPR (Powered Air Purifying Respirator) devices. These will allow officers to process scenes with enhanced safety in mind. Along with these devices, we will look to purchase voice amplifiers for each officer. These will enhance our communication abilities when wearing protective face masks and are linked directly to our current radio system, via Bluetooth.

The Administrative Services Bureau was able to locate and implement an online reporting program, where citizens of Derry can report minor incidents online, without having to come into the Police Department. With the COVID-19 pandemic it should make reporting these minor incidents not only easier, but safer, for the citizens of the town. Our supervisors/officers still review and investigate these cases; they are just obtained in a different manner (over the computer, rather than in person).

The Administrative Services Bureau researched and implemented the use of Field Ops for our staff. This program, which is built through our Records Management System (IMC), allows our officers to use a department issued cell phone and input photographs from scenes (crashes, assaults, etc.) directly into their reports from the cell phone. This program also gives supervisors the ability to view the location of



their officers on a map and the dispatch screen that is seen on their regular MDT computers. This program is expected to cut down on officers' trips into the station to conduct follow-up and should also cut down on the overall time it takes to complete a police report.

During FY20 we purchased a new crime scene mapping tool, which is a significant improvement from the older, outdated system that our investigators had been using. The new system has been used on several occasions and has already proven to cut down on the amount of time it takes to process a scene. This program creates a diagram of a scene, takes photographs, and can be linked up with our drones. We plan to continue to train with this device and use it as frequently as possible in the coming year.

We are continuing the process of policy review and updates with an eye toward compliance with the Commission for Accreditation of Law Enforcement Agencies' nationally recognized accreditation standards. As we move through the next fiscal year, we hope to be able to dedicate additional time to that very important project.

In FY20 our prescription drug collection efforts resulted in the collection of 96.8 pounds of prescription drugs at the National Drug Take Back event. These events are typically held in April and October of each year, but due to COVID-19, the National Drug Take Back event which had been scheduled for April of 2020 was canceled. The police department has continued with our collection efforts via our regular drug drop box located in our lobby. This has resulted in more than 6,415 pounds of drugs collected since our efforts began in 2013.

This past year we, along with the Fire Department, continued with the project to replace all our aging public safety two-way radio infrastructure. The \$1.6 million-dollar project provides our public safety personnel with the latest technology to better serve the community and provides redundant interoperability between the two departments. The project has reached the point where radios have been issued to officers and are being used in the field. This new system includes GPS capabilities, which allows us to know where each of our officers is with the click of a mouse. This is obviously a significant improvement in officer safety and has been used numerous times to locate our officers while they are handling calls in the field. We expect the project to come to its completion in FY21, as engineers are currently working on the over the air programming aspect of the project.

In FY20 the department continued with our drone program. The drones continue to be deployed for search and rescue missions, motor vehicle accident scenes, and Southern New Hampshire Special Operations Unit call outs. These drones will continue to assist with crime scene mapping and reconstruction as well as other community relations events.

Our community relations staff began the preparations for our annual Touch-A-Truck event here in town. Our staff applied for and was issued a grant for 500 bicycle helmets, which were to be disseminated at this event. Unfortunately, due to COVID-19, this event was cancelled. Community relations staff is beginning the discussion on how we can hold another event in town to disseminate the helmets we received under the grant.

Community Relations staff also conducted another highly attended child passenger seat safety event sponsored by Walmart. This has become a yearly event where trained officers install and inspect car seats for citizens. As part of this process, DPD officers assist with the disposal of expired and/or damaged seats. During the event in September of 2019, there were 38 child safety seat inspections conducted in just a few hours.

As in many years' past, our Community Relations staff coordinated, in conjunction with the American Red Cross, two very successful blood drives. In January of 2020, the Derry Police Department blood drive logged 216 pints of donated blood. In June of 2020, the Derry Police blood drive logged 248 pints of donated blood. Our staff continues to promote these drives and is actively working to plan more in the future.

The Derry Police Department continues to utilize our social media accounts (Facebook and Twitter). These accounts are used as a tool to communicate with the public. Staff keep up with posts to ensure the community is aware of upcoming events, and patrol staff uses the tools to notify the public of emergency issues, such as road closures due to accidents and press releases.

During the year we again trained all our staff on Mental Health First Aid. This training was developed to assist police officers and others to note signs indicative of mental health challenges and suicidal ideations during our public contacts. The training gives the officer tools to better assist those experiencing a mental health crisis in getting help. This year, we outsourced this training to a Veteran's Affairs organization, who also provided our officers with a significant amount of information on their own personal well-being (physical and mental).

The Department is seeking to staff a second school resource officer at Pinkerton Academy. While we were unable to achieve that goal during the fiscal year, we were able to assign a second officer a few days per week. This was well received by the school and allowed us to provide some diversity in assignments for our officers we sent there.

The COVID-19 virus had a major impact on our calls for service between March and the end of May. Our call volume dropped significantly during that period as many people followed the State's guidelines to stay home. Traffic on our roads was greatly reduced and was readily apparent to anyone who needed to travel. As the State restrictions were modified, local traffic and calls for service proportionately increased. We are now near our average CFS numbers.

The opioid crisis in New Hampshire has significantly impacted Derry. Our officers responded to 88 overdose emergencies in the last year. This is a decrease from the number of overdoses we responded to in the previous year (115). We have attributed 10 deaths to the use of these drugs during the past fiscal year, and 1 case is still pending. This has increased from 8 deaths in the previous year. We aggressively investigate each incident to determine who provided the drug and intend to hold the seller accountable for providing the drugs through prosecution of the offender.

We continue to train our officers in the use of NARCAN. Our officers have administered the drug 10 times to overdose victims during the past fiscal year.

Due to staffing issues we conducted limited bike patrols, mostly on the 3:00 PM-11:00 PM shift during the summer of 2019. In the Spring of 2020, the COVID-19 virus was active. That combined with current staffing issues caused us to re-evaluate the feasibility of staffing a bike patrol. We elected not to do so.

FY 2020 NH Highway Safety grants totaled approximately \$34,000.00 The grant contract year runs from October 1st to September 30th. We have conducted 60 patrols thus far. Our efforts were limited from March through mid-May due to the virus impact on staffing and reduced traffic volume in town. The project resumed during the last two weeks of May, and we are on target to spend most or all of the grant funds by the end of the grant year.

We made progress in working with the DMC Safety Committee and Derry Fire Department on safety planning with both entities. We will roll out training for them when appropriate COVID cautions can be managed in a group setting.

We provided comprehensive ALICE (**A**lert **L**ockdown **I**nform **C**ounter **E**vacuate) and CRASE (**C**ivilian **R**esponse to **A**ctive **S**hooter **E**vents) training to all Derry School District staff as well as all Pinkerton Academy staff. This is monumental in getting all our schools standardized with emergency response to any emergency. After this training, we assisted Derry School District in rolling out a Parents' Night overview that provided insight into efforts to enhance student and staff safety.

Detectives provided an Internet Safety presentation to the State PTA at their annual conference. The presentation has become an annual event for the PTA that provides parents and school personnel insight into how students are using technology and social media. We had firsthand experience with the impact of Social Media when some high schoolers disseminated a story about sexual assaults at Pinkerton Academy. The story was without merit but was shared so rapidly that it led to student protests at the school and significant media attention before the right story could be determined and shared.

One of our detectives underwent extensive, grant funded cyber investigation training to enhance our capabilities in this area. Through this same grant process, we acquired hardware and software to assist us in conducting computer forensic related investigations.

Our Animal Control Officer continues to provide high level services to the community. An example of some of the calls she has dealt with this last year include the following.

Sixteen cats removed from squalid conditions. The ASPCA assisted our Officer with that incident. A resident arrived home to find a pig in her garage. A local farmer assisted with transporting the animal to his farm. A pair of cows from Scobie Pond Road escaped their pen on two separate occasions.

This year has been very difficult enforcing dog license violations due to the COVID-19 pandemic. The Town Hall has been closed to the public since mid-March. Residents that needed to get a rabies shot for their animals had a difficult time finding a veterinarian who were taking clients. For those reasons we decided that we would not take enforcement action on those violations until those conditions improve.

Respectfully submitted,

*Edward B. Garone*

Edward B. Garone  
Chief of Police

**Derry Police Department  
Offenses Reported  
2009-2019 (Calendar Year)**

<b>Group A Offenses Reported</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Arson	21	24	27	19	14	15	8	5	7	4	5
Assaults	823	889	1012	936	825	885	777	718	704	829	951
Burglary	154	209	218	190	139	109	109	60	45	42	29
Drugs	142	133	137	180	183	302	334	335	346	256	258
Forgery	42	45	56	63	55	56	30	19	28	53	26
Fraud	155	156	183	191	186	264	179	236	225	203	179
Homicide	1	0	1	0	0	0	0	1	0	1	1
Kidnapping	12	3	13	5	12	6	6	4	2	4	3
Robbery	11	19	12	5	5	8	10	8	6	13	3
Sex Assaults	43	47	60	57	55	57	51	44	38	63	71
Stolen Property	44	94	69	103	60	70	60	63	46	19	14
Theft	635	676	725	714	616	630	556	522	380	311	295
Vandalism	537	497	470	365	326	331	230	247	297	255	228
Vehicle Theft	61	51	41	40	34	21	39	37	25	30	14
Weapons Violations	10	11	9	12	10	4	7	8	8	4	10
<b>Sub Total</b>	<b>2691</b>	<b>2854</b>	<b>3033</b>	<b>2880</b>	<b>2520</b>	<b>2758</b>	<b>2396</b>	<b>2307</b>	<b>2157</b>	<b>2087</b>	<b>2087</b>
<b>Group B Offenses Reported</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
All Other Offenses	660	621	603	642	536	583	512	576	794	692	846
Bad Checks	13	8		12	21	23	22	10	7	6	8
Disorderly Conduct	26	20	20	29	43	33	33	22	52	43	41
DWI	93	66	91	108	114	120	96	97	80	119	105
Family Offenses	30	32	15	29	30	36	32	32	38	19	35
Intoxication	86	113	112	69	52	60	57	72	79	62	68
Liquor Law Violations	108	55	80	59	44	48	33	37	46	63	57
Runaways	63	72	80	55	34	12	10	50	56	51	27
Trespassing	28	61	62	48	45	56	32	41	30	37	37
<b>Sub Total</b>	<b>1107</b>	<b>1048</b>	<b>1063</b>	<b>1051</b>	<b>919</b>	<b>971</b>	<b>827</b>	<b>937</b>	<b>1182</b>	<b>1092</b>	<b>1224</b>
<b>Total Group A and B Offenses</b>	<b>3798</b>	<b>3902</b>	<b>4096</b>	<b>3931</b>	<b>3439</b>	<b>3729</b>	<b>3223</b>	<b>3244</b>	<b>3339</b>	<b>3179</b>	<b>3311</b>

**Derry Police Department  
Other Activity Totals  
2009-2019 (Calendar Year)**

Activity	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Incidents Logged	23438	26273	27365	26264	26490	25207	22042	24316	29854	29933	26792
Arrests & Summonses	1339	1311	1286	1411	1374	1409	1072	1248	1206	1167	1299

Traffic	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
MV Accidents	723	708	686	707	741	804	870	892	841	748	786
Total MV Stops	6703	7253	7828	7251	7635	6104	4170	5982	8942	9175	7435
Summonses	831	1186	1054	962	1056	904	505	772	1013	751	580
Warnings	5491	5786	6489	6119	6445	5118	3648	5134	7856	8130	6523
Parking Tickets	342	495	814	836	873	778	392	675	922	736	517

**ANIMAL CONTROL BUREAU  
Statistics**

	FY 17	FY 18	FY 19	FY 20
TOTAL REVENUE	\$5,520	\$4,373	\$3,047.20	\$1,865
CALLS FOR SERVICE	662	800	750	737
DOGS PICKED UP	120	85	76	49
DOGS RETURNED TO OWNER	114	81	67	47
DOGS BROUGHT TO SHELTER	6	8	9	2
LIVESTOCK AT LARGE	16	21	16	23
WILDLIFE CALLS	69	133	103	142
WILDLIFE PICKED UP – DEAD	46	49	57	68
VERBAL WARNINGS ISSUES	82	111	80	77
NUISANCE ABATEMENTS	91	52	55	36
COURT SUMMONS	4	6	8	15
DOG BITES	47	50	65	57
CRUELTY INVESTIGATIONS	67	62	45	37
EUTHANIZED	0	0	0	0

## **PUBLIC WORKS DEPARTMENT ANNUAL REPORT**

The Public Works Department provides a wide range of services to the residents we serve. The Department is tasked with providing vital community services such as maintaining the roads during winter, processing solid waste, delivering safe drinking water, treating wastewater, parks and recreation management, engineering and code enforcement. The employees of the Public Works Department are a skilled and professional group who stand ready to provide these services on a daily basis.

The Department of Public Works continued to serve the public throughout the COVID-19 pandemic. The Department was able to keep all operations moving forward including snow plowing and Transfer Station. It was important for the employees of the division to continue essential services to the community during the pandemic.

The highlights of the Department's divisions are noted below:

### **ENGINEERING**

The Engineering Division provides technical support to a number of DPW divisions. The division reviews and inspects subdivision/site plans, and designs sewer and water system improvements. Division personnel also coordinate with outside agencies including NHDOT and NHDES on various projects.

The Engineering Division monitored construction progress at a number of locations including a new 30 unit 55+ site on Tsienneto Road, Pinkerton Academy's new access road, a new water main to service Lorden Commons in Londonderry and a new condominium complex located on South Avenue.

Division staff assisted the Planning Board through participation in weekly Technical Review Committee (TRC) meetings to review plans in advance of Planning Board hearings.

Several roads were reclaimed and/or overlaid through the pavement management program including a major project to mill, shim and overlay East Broadway between the traffic circle and Crystal Avenue. This project was completed during the pandemic to take advantage of much lower traffic volumes in May 2020.

A new bridge was installed at North Shore Road – Beaver Lake and it was opened to traffic in October 2019. Another culvert replacement project at North Shore Road – Island Pond was bid in February 2020 and construction was slated to begin in July 2020.

The largest scope project for the division was the construction of a new regional water main connecting Manchester water through Derry and ultimately to communities south of Derry including Windham, Salem, Atkinson and Plaistow. Derry managed construction of approximately 7400 feet of new water main between Ryan's Hill and the Derry/Windham Town line on Route 28. Additionally, work commenced to upgrade the booster station at Rockingham

Road and to build a new pump station on Manchester Road at the Derry/Londonderry town line. The Town received \$6.4 million from NHDES and the project was substantially complete on June 30, 2020, with capacity to provide Salem and points south with 250,000 – 300,000 gallons per day of supply. Once the Manchester Road pumping station is completed, outbound capacity will be increased to 1,000,000 gallons per day.

### BUILDINGS & GROUNDS DIVISION

The Building and Grounds Division continued to provide excellent service to the facilities it maintains throughout town. In addition to providing regular custodial and maintenance at the Municipal Center, Veteran's Hall, Adams Memorial Building, and the Police Station, the division also assists with some repairs at 20 other municipal facilities.

Several major projects were completed this year. New backup generators were installed at the Highway Garage, the Public Work Maintenance Garage, and the Police Department Maintenance Garage. A new RTU was installed at the Police Department. The Municipal Center RTU's were replaced with EPA compliant units. The Public Works Department assisted the Derry Public Library with replacing two boilers, a new chiller, and a control system for the HVAC.

All the light fixtures at the Municipal Center were replaced with LED units. These new lights only use a fraction of the energy that the fluorescent lights consumed. The Town of Derry received a rebate from Eversource for this project resulting in a very favorable payback on the investment.

The Buildings and Ground Division also hired an additional custodian in order to free up the Building Specialist and HVAC Technician to complete technical work given the additional workload brought on with the maintenance of four fire stations.

### CEMETERY DIVISION

The Forest Hill Cemetery remains very well groomed and beautiful as ever. Many residents take advantage of its park like setting as a nice place to walk. Residents are reminded to please leave their dogs at home while walking in the cemetery as dogs are prohibited from the cemetery with the exception of service dogs.

There was a total of 78 burials over the past year at Forest Hill Cemetery. 48 full burials and 30 urn burials.

Plot owners are reminded to please follow the regulations for the Forest Hill Cemetery regarding the installation of planters, shrubs, and other items in the cemetery. Any questions can be directed to the Public Works Department at 432-6144.

## CODE ENFORCEMENT

As with the previous year, the Code Enforcement Division once again experienced an increase in permit activity and permit revenues during the past fiscal year. There was a substantial increase in single family home starts as well as commercial projects and the total number of permits increased from 1185 to 1237. As a result, overall permit revenues were well above projected levels. It is interesting to note that permit activity has remained strong into the spring and to date, despite the effects of the current pandemic.

The Code Enforcement Division is responsible for plan review and inspection of all types of construction, both residential and commercial. This includes minor projects such as residential decks up to major commercial and industrial buildings and multi-family structures. The Division also handles zoning administration, code compliance and response to resident's complaints. We also handle property maintenance issues and are members of the Property Maintenance Committee.

In addition, the Division oversees the Health Department and works closely with the Health Officer in addressing health related issues that may affect the community.

OFFICE OF THE BUILDING INSPECTOR TOWN OF DERRY, 14 MANNING ST PERMITS				
TYPE OF PERMIT	# ISSUED	COSTS	PERMIT FEE	REINSPECTION
COMMERCIAL	73	17,093,858.00	96,497.08	
DEMOLITION	16	118,500.00	750.00	
ELECTRICAL	433	4,043,752.54	21,411.50	
FAILED & NEW SEPTICS	63		3,150.00	
INDUSTRIAL	0			
MASONRY/CHIMNEYS	5	0.00	140.00	
NEW RESIDENTIAL	49	10,635,561.00	97,924.22	
PLUMBING	167	1,536,725.00	8,032.00	
ADDITIONS/RENOVATIONS	382	8,982,713.90	57,589.24	
SIGNS	36		2,182.68	
UTILITY SHED	0			
WELLS	18		595.00	
TOTALS	1237	42,411,14.044	288,271.72	
Total fees for Fiscal Year - \$ 288,271.72				



## HIGHWAY DIVISION

Winter came in with a fury with the first snowstorm dumping 26 inches of snow from December first to the third. This was not the best way to ease into winter operations. This winter's total snow accumulation only totaled 50 inches which is well under the snowfall average of 60 inches that is normal for Derry. Although snowfall totals were not impressive, there was a high frequency of storms and several storms came in as freezing rain or ended as freezing rain keeping accumulations down but requiring multiple chloride treatments.

As part of the vehicle replacement program, a six-wheel dump truck with spreader, front plow and wing was replaced with a new ten-wheeler with similar equipment.

Multiple roads were reclaimed, milled, and resurfaced in the past year continuing the town's proactive approach to pavement management. Portions of Windham Depot Road, Eastview Drive, Pemigewasset Circle and Quincy Drive were reclaimed. Eastgate Road, Gaita Drive, Hubbard Court, Jewell Lane, Quincy Drive, Redfield Circle, Rider Lane, Spollette Drive, Squamscott Avenue, Trent Road, Warner Hill Road (portion), and Windham Depot Road (portion) were milled and overlaid. Eastview Drive (portion), Pemigewasset Circle (portion), Towne Drive, and Westview Drive were shimmed and overlaid.

## PUBLIC HEALTH

The Town of Derry Public Health Department promotes and enforces federal, state, and local public health and environmental laws and regulations through education, investigations, and inspections. Areas of importance include food safety and defense; enforcement of the NH Housing Code Standards, Chapter 48-A; public health hazards issues that pose danger to community/nuisance complaints; manage the TOD Arboviral disease program; performs NH Department of Education private and public school health inspections and childcare/daycare facility inspections for licensing; foster care and adoptive family home health inspections; and responds to concerned resident inquiries. Public health services are managed by a Health Officer and a Program Assistant (both part-time) which are funded by fees and tax revenue. The Derry Town Council reviews and develops the local public health ordinance.

### **Food Safety and Defense**

The Town of Derry has approximately 175 Food Service Establishments, each of which requires a minimum of two inspections annually. Plan review approvals for new construction, remodeling, and/or change of ownership prior to Final Occupancy and Place of Assembly an integral piece for success of local businesses. New Hampshire Chapter He-P 2300 Sanitary Production and Distribution of Food and FDA Food Code 2017 implemented.

During Fiscal Year 2020, the Derry Health Officer:

- Completed all required inspections of Food Service Establishments (outside of pandemic months March-June 2020).
- Supported new businesses openings in Derry.
- Responded to Town of Derry food service establishment and/or illness complaints.
- Participated in quarterly NH DHHS Food Protection Self-Inspecting meetings.
- Continuing education in FDA Food Code training sessions.

### **Environmental Hazards**

The Derry Health Officer coordinates inspections with the Derry Code Enforcement Director, as well as the Derry Fire Inspector.

During Fiscal Year 2020, the Derry Health Officer:

- Responded to complaints regarding air and water quality, lack of heat and hot water, rodent and insect infestations, mold issues, trash and squalor conditions, and other health related concerns.

### **Public and Private School, Day Care and Home Foster Care/Adoptive Inspections**

The Derry Health Officer, as required by the State of New Hampshire, conducts health inspections of all Town of Derry schools, licensed day care facilities and foster care homes, each approximately once every three years. However, an inspection and possible follow-up inspections are required if a complaint is filed against one of these types of facilities.

### **Mosquito Surveillance and Control Program**

The Derry Town Council annually budgets for activities conducted under the Town's Mosquito Control Program. Mosquito spraying is conducted in coordination with the Derry Cooperative School District, Pinkerton Academy, Derry Parks & Recreation, as well as local churches and beekeepers.

## **PARKS & RECREATION DIVISION**

During fiscal year 2020, the Parks & Recreation Division continued to coordinate and offer numerous programs, activities, and services for the residents of the greater Derry area. Wrestling was a new program that was added at Vets Hall in the fall of 2019. Attendance and enrollment remained consistent in all programs and at our park locations until Covid-19 hit in mid-March. At this time, programming, parks and town buildings were cancelled, shutdown or closed. This included the 2020 4<sup>th</sup> of July Fireworks and 2020 Concert Series.

Prior to this, summer, fall and winter events were also very well attended. The 2019 4<sup>th</sup> of July Fireworks and the 2019 Concert Series proved to be extremely popular once again. Downtown Trick or Treat and Very Derry Holiday had well over 700 attendees. These continue to be two of the favorite events for youngsters of the Derry Community and beyond. The Frost Festival – moved to a single location at Alexander Carr Park in 2020 – had the largest number of attendees in the festival's history. The Division will look to continue these events, if possible, with potential modifications.

The Parks crew stayed busy seasonally with lawn maintenance, park maintenance, the lining and maintenance of sports fields, leaf/fall cleanup, plowing in snowstorms, miscellaneous projects and their yearly creation of Pond Hockey rinks on Hood Pond. Each year the crew works to make two full size rinks along with one children's hockey rink available to the public (weather permitting).

The winter basketball program was back by popular demand and as strong as ever. All but the last weekend of the program took place. The 2020 TBall program was forced to be cancelled for

the Spring along with all town sports. Just like most of the state (and other states around the country), youth sports all took a back seat to the Covid-19 pandemic. Soccer, Lacrosse, Little League Baseball & Softball all took a break for the Spring as remote learning at all school levels took place and many people were forced to work from home.

With playgrounds (initially), the splashpad, the dog park and all sports fields in Derry being closed in March - June, the Parks Division was able to take advantage of the extra time to complete overdue projects. All sports fields were rested, aerated and over seeded. The Dog Park had a complete overhaul with the re-grading of the area, addition of new stone dust material, new agility equipment for the dogs, new picnic tables, chairs and a brand new gazebo (built by employees of the division) in the small dog park. The dog park opened back up in June and has seen high traffic ever since.

The Parks and Recreation Division is proud to have been able to get Gallien's Beach opened for the summer at a start of 50% capacity. Safety protocols were put in place and additional staffing was added to accommodate the various changes that were made at the lake in order to be able to open while most town beaches and pools stayed closed for the summer.

In an effort to supplement the cancellation of indoor programming, the Recreation Program Coordinator created and organized a "Fitness in the Park" series at Don Ball Park consisting of outdoor line dancing, Zumba classes, yoga, Boot Camp Barre and a fun class called Pound RockOut Workout – a cardio jam session. These classes that started in June were very well received.

The Division remains committed to incorporating new programming and services whenever possible. The Division also remains dedicated to all parks and fields under its jurisdiction. The goal will be to continue creating and maintaining beautiful and safe facilities along with fun and diversified programming for the residents of Derry.

### TRANSFER STATION DIVISION

The Town of Derry offers a full-service drop-off center for trash and a number of recyclable commodities. Transfer Station staff markets these materials for revenues to offset the tax rate. In addition, fees are charged for several items such as construction and demolition debris, refrigerators, mattresses and computer monitors. The Transfer Station is open 6am to 330pm, Tuesdays through Saturdays.

Trash from the Transfer Station is brought to the Covanta incinerator in Haverhill, MA at a cost of \$70 per ton for calendar year 2019 and \$72 per ton for calendar year 2020.

Quantities received for trash and construction and demolition debris were 7% - 10% higher during the period of March 2020 – June 2020. Homeowners who were facing a stay at home order used the time to start work on overdue remodeling and/or cleaning projects. This led to an increase in revenue from construction and demolition debris. Scale receipts for construction and demolition were \$425,000 in FY 20 as compared to \$370,000 in FY 19.

Commodity recycling unit prices still remained mixed as a result of world markets. Demand for aluminum and light iron was firm throughout the year but markets for cardboard and mixed paper remain weak. The division will continue to seek out the best pricing for products separated for market at the Transfer Station. It was evident that recyclers will continue to enforce higher standards for accepting products. Derry's products are generally very clean, which allows the Town to better market them for maximum revenue.

### VEHICLE MAINTENANCE DIVISION

The Vehicle Maintenance division is responsible for management of the DPW vehicle fleet. The division works proactively to perform preventative maintenance on the fleet in an effort to lengthen the useable service life of each vehicle. There is a full-service garage where oil changes, safety inspections, and heavy equipment repair are completed.

The Department of Public Works welcomed 3 pieces of equipment/vehicles in FY 20 including a 10-wheel dump truck for the Highway division. The capital improvements serve to keep the fleet in good working order by replacing older equipment while minimizing down time due to excessive mechanical failures. Corrosive action from salt exposure continues to negatively impact the fleet.

### WATER DIVISION

The spring of 2020 was the beginning of a moderate drought for our area but only resulted in a small increase in FY2020 water demand throughout the Derry water systems. Purchased water from Manchester Water Works and well production for our community water systems saw an average increase of 3.8%. Retail water sales, however, saw a slight decrease from \$1.266M in FY2019 to \$1.249M in FY2020. This is attributed to increased unbilled water usage. Several new water projects in Derry resulted in increased distribution flushing which increased our unbilled water from 6% to 10%. This is still within standards set by the American Water Works Association.

Derry's purchased water from Manchester Water Works averaged 1.51 million gallons per day (MGD). Derry's peak bimonthly summer water demand decreased slightly to 1.86 MGD. This continues to remain well below our maximum allocated water capacity of 2.9 MGD leaving ample water supply available for Derry's future growth.

### FY2020 MUNICIPAL WATER STATISTICS

WATER SYSTEM	No. Service Connections		PURCHASED WATER (CORE)/WELL PRODUCTION (CWS) units in gallons		CHANGE FROM PRIOR YEAR	WATER SALES units in gallons		CHANGE FROM PRIOR YEAR	UNBILLED WATER units in gallons	
	FY2019	FY2020	FY2019	FY2020		FY2019	FY2020		FY2019	FY2020
AUTUMN WOODS CWS	29	29	1,940,028	2,382,846	23%	2,130,745	2,228,232	5%	-9.8%	6.5%
RAND-SHEPARD HILL CWS	60	60	4,299,205	4,759,202	10.7%	4,386,242	4,499,070	2.6%	-2.0%	5.5%
WILLOW BEND CWS	23	22	1,776,874	2,310,041	30.0%	1,895,641	2,080,577	9.8%	-6.7%	9.9%
DERRY CORE WATER SYSTEM	4070	4109	521,329,358	540,132,984	3.6%	489,104,521	484,486,504	-0.9%	6.2%	10.3%
TOTALS ALL SYSTEMS	4,182	4,220	529,345,465	549,585,073	3.8%	497,517,150	493,294,384	-0.8%	6.0%	10.2%

### *All Units in Gallons*

Effective September 2019 Manchester Water Works again increased Derry's wholesale purchase water rates by 3% \$1.171 per 100 cubic feet. Another 3% increase is planned for the fall of 2020. Derry's retail water rates did not increase in FY2020.

In FY2020 Derry completed 7,630 feet of 16-inch water main from Ryan's Hill on Rockingham Road-Route 28 southerly to the Windham town line. Derry also substantially completed construction on a new \$1.844M water booster pumping station on Manchester Road at the Londonderry town line and another \$253,000 in improvements to our Rockingham Road water booster pumping station. These improvements to Derry's water system were funded through a grant from the State of New Hampshire Drinking Water and Groundwater Trust Fund as part of a regional intermunicipal project to provide up to an initial 1 million gallons a day, and a future 3 million gallons a day, of additional drinking water to the towns of Salem, Windham, Atkinson, Hampstead and Plaistow. Derry will initially receive up to \$100,000 in annual revenues from all water that flows through our system into Windham.

In FY2020 Derry's water system in the northern part of town was also extended 1,400 feet along Old Manchester Road into the Town of Londonderry to service 80 new residential properties. This work included another 3,800 feet of 8-inch man which will service the Lorden Commons development. These improvements, funded by a private developer, will result in up to \$20,000 in additional annual revenues for the Town of Derry.

Annual maintenance activities included flushing of the distribution system, service and gate valve maintenance, hydrant inspections, cross connection control inspections and booster station repairs.

At the closing of FY20, Derry's Water Systems were in compliance with all EPA primary drinking water quality standards. Copies of the Town's annual Water Quality reports are available to all our customers on the web at <https://www.derrynh.org/waterqualityreports> and at the Department of Public Works. Customers may also request a copy at any time to be mailed to them by calling the Department of Public Works.

### WASTEWATER DIVISION

The Derry Wastewater Treatment Plant accepted an average of 1.62 million gallons of raw sewage per day (MGD) in fiscal year 2020. This included an average of 122,000 gallons per day from the Town of Londonderry. Derry's treatment capacity remains at 3.0 MGD with the third wastewater treatment lagoon remaining out of service. Wastewater discharged from the Derry Wastewater Treatment Plant to the Merrimack River averaged 1.66 MGD. Another 43 new sewer customers we added to the public sewer system primarily from the new extension along Brady Ave. and new development on Nutfield Court and Tsienneto Road. Despite these new customers, billed sewer usage decreased just less than 1%.

## FY2020 MUNICIPAL SEWER STATISTICS

SEWER STATISTICS	FY2016	FY2017	FY2018	FY2019	FY2020	CHANGE FROM PRIOR YEAR
Average Sewer Influent (MGD)	1.37	1.53	1.6	1.8	1.62	-10.0%
Total Sewer Influent (MG)	501.4	557.4	581.3	653.7	593	-9.3%
Average Sewer Effluent (MGD)	1.47	1.6	1.64	1.86	1.66	-10.8%
Total Sewer Effluent (MG)	536.5	576.6	598.1	678.2	608	-10.4%
Number of Sewer Connections	3,116	3,130	3,144	3,209	3,252	1.3%
Billed Sewer Usage (MG)	350.3	355.3	345.9	358.4	356.7	-0.5%
Billed Sewer Usage (MIL \$)	\$ 1.15	\$ 1.21	\$ 1.22	\$ 1.27	\$ 1.26	-0.9%
Total Septage/Holding Tanks Wastes Received			167,100	135,500	203,900	50%

*MGD = Million Gallons per day*

*MG = Million Gallons*

Sewer rates remained unchanged in FY20 at \$3.23 per 100 cubic feet.

Derry's WWTP accepted 203,900 gallons of holding tank septic wastes from the approximate 7,200 Derry residents on private septic systems. Most of the estimated 2.4 million gallons of raw septage generated in Derry each year is disposed of by private haulers to the Allenstown WWTF or the Greater Lawrence Sanitary District WWTP.

Maintenance activities continued in FY20 including cleaning and CCTV inspections of sewer pipelines and manholes, cleanouts and air release valves, as well as pump station maintenance and repairs. A detailed report of the division's maintenance work is reported annually to the NH Department of Environmental Services and is available at the DPW offices.

The Wastewater Division continues to comply with all EPA wastewater discharge permit requirements. The Town is still awaiting comments from US EPA and NH DES on its NPDES renewal application. We are awaiting their response.

## **TOWN CLERK ANNUAL REPORT**

Being the HUB for questions and directions to anyone who enters or contacts the Municipal Center, the Town Clerk's office is always very busy. Our office provides marriage licenses, vital records, election/voter information, and dog licenses.

Dog renewals are due every year by April 30<sup>th</sup>, please remember to license your dog by this date to avoid paying fees and fines. The dog population in Derry has decreased slightly down to the current population of 4,927. Robin Bordonaro, our Animal Control Officer has been a great help in contacting dog owners with late fees and having them license their dogs. We would like to thank the Police Department for their continued support in allowing Robin to work with us to enforce this law.

The Town Election this year showed a turnout of 1,795, or 7.5% of registered voters. This turnout represents a slight increase from the previous year where we saw 1,703 voters. Joshua Bourdon was re-elected Councilor at Large, Neil Wetherbee was re-elected District #3 Councilor, Dina Bourassa was re-elected Supervisor of the Checklist, Cristina "Tina" Guilford was elected Town Moderator and Craig Corbett was elected Trustee of the Trust Funds. It is just as important to vote in your Town's election as it is to vote in State and Presidential elections.

For every election we have absentee ballots for anyone that cannot make it the polls on the day of the election. The absentee ballots are readily available and easy to obtain from the clerk.

In closing I want to thank Sheila Bodenrader for the support to our office with her role as Clerk Designee to the Derry Town Council.

Respectfully Submitted,

*Daniel R. Healey*

Daniel R. Healey  
Derry Town Clerk

Town Clerk's Revenue Report			
July 1, 2019 - June 30, 2020			
Description	Processed	Town	Paid to State of NH
DOGS REGISTERED ONLINE	2,306	*****	*****
DOG LICENSE (Dog Calender: 5/1-4/30 annually these figures reflect fiscal year)	4,927	\$25,706	\$11,593
DOG LICENSE LATE FEES REPLACEMENT TAGS	*****	\$4,814.50	*****
CIVIL FORFEITURES	*****	\$19,600.00	Issued by State Statue
UCC	Issued from State of NH	\$7,440.00	*****
Marriages/Civil Unions	229	\$1,603.00	\$9,847.00
VITAL RECORDS (Birth, Death, Marriage, Divorce)	3,994	\$23,502.00	\$25,268.00
MISC FEES	Late fees, other fees & reimbursements	\$0	*****

TOWN OF DERRY RESIDENT VITALS RECORDED

July 1, 2019 - June 30, 2020  
Birth 132 Marriage 86 Death 260

Collected on behalf of: Animal Control Department

Nuisance Abatements	\$670.00
Pickup Fees	\$340.00

Collected on behalf of the: Supervisors of the Checklist

Sales of Checklist & Misc.	\$462.00
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**RESULTS**  
**ANNUAL TOWN ELECTION**  
**DERRY, NEW HAMPSHIRE**  
**MARCH 10, 2020**

**Total Voters: 1,833**

*Dan Kelly*  
TOWN CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this:  
B. Follow directions as to the number of candidates to be marked for each office. ●  
C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

**DISTRICT #3  
COUNCILOR**

Three Years ☐ Vote for not more than ONE ☐

NEIL WETHERBEE **304** ●

(Write-in) ☐

**COUNCILOR AT LARGE**

Three Years ☐ Vote for not more than ONE ☐

JOSHUA BOURDON **1441** ●

(Write-in) ☐

**TOWN MODERATOR**

Two Years ☐ Vote for not more than ONE **1407** ☐

CRISTINA "TINA" GUILFORD ●

(Write-in) ☐

**TRUSTEE OF  
DERRY PUBLIC LIBRARY**

Three Years ☐ Vote for not more than THREE ☐

RACHAEL ARMSTRONG **494** ●

MONICA CATALDO **462** ●

LINDA COATE **343** ☐

MARGARET IVES **704** ●

THERESA LENEY **162** ☐

GEORGE B. MACINTYRE JR. **317** ☐

VALERIE ROCHE **335** ☐

JEANNE ROUSSEL **264** ☐

ERIC WALTERS **330** ☐

(Write-in) ☐

(Write-in) ☐

(Write-in) ☐

**TRUSTEE OF  
TAYLOR LIBRARY**

Three Years ☐ Vote for not more than TWO ☐

JILLIEN KLOK **1129** ●

CANDICE WESTGARD **1140** ●

(Write-in) ☐

(Write-in) ☐

**SUPERVISOR OF  
THE CHECKLIST**

Six Years ☐ Vote for not more than ONE ☐

DINA BOURASSA **1361** ●

(Write-in) ☐

**TRUSTEE OF THE  
TRUST FUNDS**

Three Years ☐ Vote for not more than ONE ☐

CRAIG CORBETT (Write-in) **11** ☐

(Write-In winner)

**ARTICLES**

1. "Shall the Town adopt Section 9.4 (C) of the Town Charter which provides for an override of the tax cap upon a two-thirds vote of the entire Derry Town Council" (Failure to enact this subsection will invalidate the Tax Cap):

**1083** YES ●

**622** NO ☐

(C) Override of Tax Cap: The Council may vote to exceed the limit on annual increases under the tax cap provision in Sec. 9.4 (A) for the specific budget year under consideration upon a two-thirds vote of the entire Derry Town Council.

(This amendment will bring the Charter into compliance with RSA 49-D:3, I, (e) which requires override thresholds for charters containing municipal tax caps. See also *Teeboom v. City of Nashua et al.* 213 A.3d 877, NH July 2, 2019. The *Teeboom* case invalidated the City of Nashua's tax cap, which contained nearly identical language to Derry's current tax cap, because it did not include the override provision as required by the statute.)"

2. "Shall we allow the operation of a sports book retail location within the Town of Derry?"

**1112** YES ●

**609** NO ☐

## **SUPERVISORS OF THE CHECKLIST ANNUAL REPORT**

Supervisors of the Checklist are the election officers who register voters and maintain the voter checklist. We are elected for 6-year terms. Derry's supervisors and the dates our terms expire are:

Dina Bourassa	(term expires March 2020)
Judy Strakalaitis	(term expires March 2022)
Pat Dowling	(term expires March 2024)

### **Registered Voters**

Derry has 23,694 voters on our voter checklist as of the end of FY2020.

### **Distribution of Voters by District and Party Affiliation**

District	Voters	Democratic	Republican	Undeclared
1	5848	1614	1911	2323
2	6361	1570	2183	2608
3	5748	1531	1882	2335
4	5737	1722	1701	2314
Total	23694	6437	7677	9580

### **Elections in FY2020**

The Supervisors of the Checklist provided official voter checklists on 3 elections in FY2020:

- Derry Cooperative School District deliberative session on February 8, 2020
- New Hampshire presidential primary on February 11, 2020
- Town of Derry and Derry Cooperative School District elections on March 10, 2020

### **Registration by Source in FY2020**

Election-Day Registration	787
In-Person Registration	569
Absentee Registration	<u>1</u>
Total	1,357

### **Supervisors of the Checklist Sessions**

Supervisors accept and approve applications for registration and changes to the checklist by majority vote when we meet in session. A majority vote of the Supervisors meeting in session is required to add or remove names and to update the voter checklist. Sessions are held as required by law and as necessary. Public notice is posted in advance in Town Hall and on the town website ([derrynh.org](http://derrynh.org)).

### **Voter Checklist**

The voter checklist contains information that is public record: the names, addresses, and party affiliations of registered voters in Derry. Nonpublic information, such as date of birth, does not appear on the voter checklist. Voter records do not include phone numbers.

**Where and When to Register**

New Hampshire requires in-person voter registration except in limited circumstances. Residents can register at the polls at every election. Registration applications are accepted by the Town Clerk during regular business hours and at sessions of the Supervisors of the Checklist throughout the year, except for the 7-10 days before an election when the checklist is closed.

**Availability of the Checklist**

The voter checklist is public record. The Supervisors post the voter checklist with the Town Clerk. It is available to view in the lobby of the Municipal Center. The Supervisors also post the voter checklist at the reference desk of the Derry Public Library for public viewing.

Voters can check their own voter registrations online through the Secretary of State website: <http://sos.nh.gov/VoteInforLook.aspx> The Voter Information Lookup tool allows voters to check the status of their own voter registration, check their party affiliation, track their absentee ballots. It also allows voters to find the location and hours of their polling place and the contact information for their city/town clerk.

The voter checklist is available for purchase per RSA 654:31. The fee schedule is based on the number of names. The price begins at \$25 and the Derry checklist is generally under \$40.

**Assistance**

The Supervisors of the Checklist are always willing to assist voters with questions or concerns. Our phone number is (603) 845-5490. Our e-mail address is [checklist@derrynh.org](mailto:checklist@derrynh.org). For immediate assistance, residents can call the Town Clerk at (603)432-6105.

Respectfully submitted,

*Judith W. Strakalaitis*

Judith W. Strakalaitis, Chair  
Supervisors of the Checklist



**Derry**

**Trustees**

<b>Name</b>	<b>Position</b>	<b>Term Expires</b>
Joan Crimlisk	Trustee	4/1/2022

**Ledger Summary**

Number of Fund Records	47
Ledger End of Year Balance	\$20,211,474.64

*This ledger was reviewed for accuracy and submitted electronically under penalty of perjury on September 2, 2020 by Mark Fleischer on behalf of the Trustees of Trust Funds of Derry.*



**Report of Trust and Capital Reserve Funds**

Fund Name		Date Of Creation					Fund EOY Balance
Arts & Crafts		1/1/1971					\$1,913.41
Type: Trust		Purpose: Library			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$1,922.21	\$0.00	(\$48.05)	\$29.71	\$0.00	\$0.00	\$1,903.87
Income	BOY Balance	Income	Expended				EOY Balance
	\$11.16	\$46.01	\$47.63				\$9.54

Fund Name		Date Of Creation					Fund EOY Balance
ASSESSOR DATA COLLECTION RESERVE		4/12/2001					\$0.00
Type: Capital Reserve (RSA 34/35)		Purpose: Capital Reserve (Other)			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income	BOY Balance	Income	Expended				EOY Balance
	\$0.00	\$0.00	\$0.00				\$0.00

Fund Name		Date Of Creation					Fund EOY Balance
Carr Fund		2/6/1962					\$4,504,496.83
Type: Trust		Purpose: Parks/Recreation			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$4,167,646.18	\$0.00	(\$104,067.59)	\$64,431.74	\$0.00	\$0.00	\$4,128,010.33
Income	BOY Balance	Income	Expended				EOY Balance
	\$337,498.06	\$99,657.98	\$60,669.54				\$376,486.50

Fund Name		Date Of Creation					Fund EOY Balance
CBA Implementation Expendable Trust		8/31/2017					\$247,002.62
Type: Expendable Trust (RSA 31:19-a)		Purpose: Capital Reserve (Other)			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$235,000.01	\$0.00	\$2,102.81	\$0.00	\$0.00	\$0.00	\$237,102.82
Income	BOY Balance	Income	Expended				EOY Balance
	\$6,713.88	\$3,479.14	\$293.22				\$9,899.80

Fund Name		Date Of Creation					Fund EOY Balance
Charles Adams		1/1/1979					\$42,950.33
Type: Trust		Purpose: Maintenance and Repair			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$41,501.52	\$0.00	(\$1,037.31)	\$641.60	\$0.00	\$0.00	\$41,105.81
Income	BOY Balance	Income	Expended				EOY Balance
	\$1,114.03	\$992.38	\$261.89				\$1,844.52



**Report of Trust and Capital Reserve Funds**

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
COMPENSATED ABSENCES EXPENDABLE TRUST	6/17/1997	\$3,543,400.56

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$3,621,653.15	\$147,793.65	\$46,823.25	\$85.86	\$0.00	\$272,955.35	\$3,543,400.56
Income	BOY Balance	Income	Expended				EOY Balance
	\$74,505.88	\$73,287.77	\$147,793.65				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
COVID-19 MITIGATION, RESPONSE AND RECOVERY EXPENDABLE FUND	4/21/2020	\$523,066.58

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Discretionary/Benefit of the Town **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$0.00	\$514,610.87	\$8,557.93	\$0.00	\$0.00	\$102.22	\$523,066.58
Income	BOY Balance	Income	Expended				EOY Balance
	\$0.00	\$1,953.31	\$1,953.31				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
DCSD-BUILDING/GROUNDS IMPROVEMENT FUND	2/2/2002	\$0.00

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income	BOY Balance	Income	Expended				EOY Balance
	\$0.00	\$0.00	\$0.00				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
DCSD-BUILDING/GROUNDS MAINTENANCE FUND	3/31/2004	\$197,569.23

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Maintenance and Repair **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$187,268.64	\$7,874.92	\$2,655.87	\$4.79	\$0.00	\$234.99	\$197,569.23
Income	BOY Balance	Income	Expended				EOY Balance
	\$3,852.56	\$4,022.36	\$7,874.92				\$0.00



**Report of Trust and Capital Reserve Funds**

Fund Name	Date Of Creation	Fund EOY Balance
DERRY COMMERCE CORRIDOR REDEVELOPMENT & INFRASTRUCTURE FUND	5/21/2019	\$242,031.21

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Economic Development **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$0.00	\$238,258.13	\$3,959.89	\$5.86	\$0.00	\$192.67	\$242,031.21
Income	BOY Balance	Income	Expended				EOY Balance
	\$0.00	\$3,258.13	\$3,258.13				\$0.00

Fund Name	Date Of Creation	Fund EOY Balance
DERRY LIBRARY CAPITAL IMPROVEMENT FUND	5/6/2003	\$10,697.45

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Library **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$10,174.53	\$391.59	\$143.80	\$0.26	\$0.00	\$12.73	\$10,697.45
Income	BOY Balance	Income	Expended				EOY Balance
	\$173.80	\$217.79	\$391.59				\$0.00

Fund Name	Date Of Creation	Fund EOY Balance
Derry Public Library - Donation Fund	8/31/2017	\$3,771.04

**Type:** Expendable Trust (RSA 31:19-a) **Purpose:** Library **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$3,596.70	\$0.00	\$32.18	\$0.00	\$0.00	\$0.00	\$3,628.88
Income	BOY Balance	Income	Expended				EOY Balance
	\$93.41	\$53.25	\$4.50				\$142.16

Fund Name	Date Of Creation	Fund EOY Balance
East Derry Cemetery	1/1/1876	\$208,218.32

**Type:** Trust **Purpose:** Cemetery Trust (Other) **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$205,655.48	\$0.00	(\$5,127.83)	\$3,179.55	\$0.00	\$0.00	\$203,707.20
Income	BOY Balance	Income	Expended				EOY Balance
	\$33,391.12	\$4,917.87	\$33,797.87				\$4,511.12

Fund Name	Date Of Creation	Fund EOY Balance
Edward T. Parker	1/1/1907	\$20,361.77

**Type:** Trust **Purpose:** Discretionary/Benefit of the Town **How Invested:** Common Investment

Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$17,122.38	\$0.00	(\$426.79)	\$264.72	\$0.00	\$0.00	\$16,960.31
Income	BOY Balance	Income	Expended				EOY Balance
	\$3,100.07	\$409.46	\$108.07				\$3,401.46



**Report of Trust and Capital Reserve Funds**

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
E-GOVT TECHNOLOGY DEVELOPMENT FUND	4/8/2003	\$33,248.25

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$57,204.31	\$50,016.60	\$365.60	\$2.64	\$0.00	\$74,340.90	\$33,248.25
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$1,922.56	\$1,683.04	\$3,605.60				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
EMERGENCY MANAGEMENT EQUIPMENT FUND	5/16/2006	\$11.13

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$10.52	\$0.46	\$0.15	\$0.00	\$0.00	\$0.00	\$11.13
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$0.22	\$0.24	\$0.46				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
EXPENDABLE MAINTENANCE TRUST FOR BUILDING & GROUNDS	5/16/2017	\$384,214.53

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Maintenance and Repair **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$363,631.77	\$205,267.04	\$5,168.80	\$9.31	\$0.00	\$189,862.39	\$384,214.53
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$6,744.70	\$7,272.34	\$14,017.04				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
FIRE APPARATUS FUND	5/19/1994	\$0.00

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Police/Fire **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$0.00	\$0.00	\$0.00				\$0.00





**Report of Trust and Capital Reserve Funds**

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
FIRE CAPITAL PLAN RESERVE	6/18/2013	\$1,604,118.90

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Police/Fire **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$1,639,115.39	\$633,094.33	\$21,192.49	\$40.28	\$0.00	\$689,323.59	\$1,604,118.90
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$35,703.53	\$35,850.80	\$71,554.33				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
FIRE FACILITIES & EQUIPMENT FUND	5/16/2006	\$27,753.76

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Police/Fire **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$26,306.77	\$1,106.23	\$373.08	\$0.67	\$0.00	\$32.99	\$27,753.76
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$541.17	\$565.06	\$1,106.23				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
Frank Adams	7/23/2004	\$18,205.30

**Type:** Trust **Purpose:** Scholarship **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$16,536.29	\$0.00	(\$412.70)	\$255.65	\$0.00	\$0.00	\$16,379.24
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$1,835.02	\$395.40	\$404.36				\$1,826.06

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
Harold V. Abbott	1/1/1971	\$41,188.26

**Type:** Trust **Purpose:** Discretionary/Benefit of the Town **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$34,687.69	\$0.00	(\$864.65)	\$536.30	\$0.00	\$0.00	\$34,359.34
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$6,218.34	\$829.50	\$218.92				\$6,828.92

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
HAZARDOUS & DILAPIDATED BLDG FUND	10/26/2018	\$38,545.90

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$12,023.57	\$25,963.82	\$593.30	\$0.93	\$0.00	\$35.72	\$38,545.90
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$356.65	\$607.17	\$963.82				\$0.00



**Report of Trust and Capital Reserve Funds**

Fund Name		Date Of Creation					Fund EOY Balance
Helen Hood		1/1/1959					\$19,122.55
Type: Trust		Purpose: Library			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$19,210.84	\$0.00	(\$480.34)	\$296.99	\$0.00	\$0.00	\$19,027.49
Income	BOY Balance	Income	Expended				EOY Balance
	\$111.46	\$459.35	\$475.75				\$95.06

Fund Name		Date Of Creation					Fund EOY Balance
Helen Noyes		1/1/1975					\$2,797.48
Type: Trust		Purpose: Flower/Flag			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$1,921.82	\$0.00	(\$47.66)	\$29.71	\$0.00	\$0.00	\$1,903.87
Income	BOY Balance	Income	Expended				EOY Balance
	\$875.60	\$46.01	\$28.00				\$893.61

Fund Name		Date Of Creation					Fund EOY Balance
Hopkins Home		8/10/1909					\$458,675.45
Type: Trust		Purpose: Hospital/Health Donation			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$460,793.36	\$0.00	(\$11,521.62)	\$7,123.61	\$0.00	\$0.00	\$456,395.35
Income	BOY Balance	Income	Expended				EOY Balance
	\$2,673.56	\$11,018.26	\$11,411.72				\$2,280.10

Fund Name		Date Of Creation					Fund EOY Balance
James Alexander		1/1/1898					\$24,298.87
Type: Trust		Purpose: Discretionary/Benefit of the Town			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$19,132.43	\$0.00	(\$476.20)	\$295.81	\$0.00	\$0.00	\$18,952.04
Income	BOY Balance	Income	Expended				EOY Balance
	\$5,010.05	\$457.53	\$120.75				\$5,346.83

Fund Name		Date Of Creation					Fund EOY Balance
LAND & BUILDINGS FUND		5/20/1999					\$0.00
Type: Capital Reserve (RSA 34/35)		Purpose: Capital Reserve (Other)			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income	BOY Balance	Income	Expended				EOY Balance
	\$0.00	\$0.00	\$0.00				\$0.00



**Report of Trust and Capital Reserve Funds**

Fund Name		Date Of Creation					Fund EOY Balance
MacGregor Pioneer Park		4/19/1928					\$411,072.03
Type: Trust		Purpose: Parks/Recreation			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$405,003.49	\$0.00	(\$10,121.55)	\$6,261.21	\$0.00	\$0.00	\$401,143.15
Income	BOY Balance	Income	Expended				EOY Balance
	\$13,800.31	\$9,684.34	\$13,555.77				\$9,928.88

Fund Name		Date Of Creation					Fund EOY Balance
MUNICIPAL TRANSPORTATION IMPR FUND		7/1/2004					\$77,483.02
Type: Capital Reserve (RSA 34/35)		Purpose: Capital Reserve (Other)			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$59,386.65	\$177,148.16	\$1,082.14	\$3.73	\$0.00	\$160,137.66	\$77,483.02
Income	BOY Balance	Income	Expended				EOY Balance
	\$2,124.96	\$2,205.20	\$4,330.16				\$0.00

Fund Name		Date Of Creation					Fund EOY Balance
PARKS FACILITY FUND		5/25/2004					\$115,933.83
Type: Capital Reserve (RSA 34/35)		Purpose: Parks/Recreation			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$109,889.45	\$4,621.03	\$1,558.46	\$2.81	\$0.00	\$137.92	\$115,933.83
Income	BOY Balance	Income	Expended				EOY Balance
	\$2,260.70	\$2,360.33	\$4,621.03				\$0.00

Fund Name		Date Of Creation					Fund EOY Balance
POLICE CAPITAL PLAN RESERVE		6/18/2013					\$1,036,482.29
Type: Capital Reserve (RSA 34/35)		Purpose: Police/Fire			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$995,912.75	\$213,460.38	\$13,884.60	\$25.54	\$0.00	\$186,800.98	\$1,036,482.29
Income	BOY Balance	Income	Expended				EOY Balance
	\$22,830.88	\$22,746.50	\$45,577.38				\$0.00

Fund Name		Date Of Creation					Fund EOY Balance
POLICE VEHICLE REPLACEMENT FUND		5/6/2003					\$0.00
Type: Capital Reserve (RSA 34/35)		Purpose: Police/Fire			How Invested: Common Investment		
Principal	BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Cap Gains	Withdrawals	EOY Fair Value
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income	BOY Balance	Income	Expended				EOY Balance
	\$0.00	\$0.00	\$0.00				\$0.00



**Report of Trust and Capital Reserve Funds**

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
PUBLIC WORKS CAPITAL PLAN RESERVE	6/18/2013	\$1,090,979.46

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$1,116,692.52	\$383,568.79	\$14,405.83	\$26.43	\$0.00	\$423,714.11	\$1,090,979.46
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$24,830.97	\$24,299.59	\$49,130.56				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
Sarah MacMurphy	1/1/1923	\$3,174.04

**Type:** Trust **Purpose:** Library **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$3,188.69	\$0.00	(\$79.73)	\$49.30	\$0.00	\$0.00	\$3,158.26
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$18.49	\$76.25	\$78.96				\$15.78

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
Sylvanus Brown	1/1/1872	\$70,542.33

**Type:** Trust **Purpose:** Poor/Indigent **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$63,878.64	\$0.00	(\$1,593.96)	\$987.58	\$0.00	\$0.00	\$63,272.26
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$7,645.67	\$1,527.54	\$1,903.14				\$7,270.07

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
Taylor Library	3/24/1981	\$100,701.17

**Type:** Trust **Purpose:** Library **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$101,166.15	\$0.00	(\$2,529.54)	\$1,563.98	\$0.00	\$0.00	\$100,200.59
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$586.96	\$2,419.05	\$2,505.43				\$500.58

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
TAYLOR LIBRARY	4/12/2001	\$339,023.36

**Type:** Trust **Purpose:** Library **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$313,088.49	\$21,744.53	\$4,583.24	\$8.21	\$0.00	\$401.11	\$339,023.36
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$6,304.27	\$6,859.24	\$13,163.51				\$0.00



**Report of Trust and Capital Reserve Funds**

Fund Name		Date Of Creation		Fund EOY Balance			
Taylor Library - Altadena Spofford Bequest		8/31/2017		\$44,213.29			
<b>Type:</b> Expendable Trust (RSA 31:19-a)		<b>Purpose:</b> Library		<b>How Invested:</b> Common Investment			
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$42,080.85	\$0.00	\$376.54	\$0.00	\$0.00	\$0.00	\$42,457.39
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>	<b>EOY Balance</b>			
	\$1,185.41	\$623.01	\$52.52	\$1,755.90			

Fund Name		Date Of Creation		Fund EOY Balance			
Taylor Library - Florence Weston Estate Bequest		8/31/2017		\$32,623.10			
<b>Type:</b> Expendable Trust (RSA 31:19-a)		<b>Purpose:</b> Library		<b>How Invested:</b> Common Investment			
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$31,049.69	\$0.00	\$277.84	\$0.00	\$0.00	\$0.00	\$31,327.53
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>	<b>EOY Balance</b>			
	\$874.63	\$459.69	\$38.75	\$1,295.57			

Fund Name		Date Of Creation		Fund EOY Balance			
Taylor Library - Peter C. Moore Estate Bequest		8/31/2017		\$12,579.46			
<b>Type:</b> Expendable Trust (RSA 31:19-a)		<b>Purpose:</b> Library		<b>How Invested:</b> Common Investment			
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$11,972.77	\$0.00	\$107.13	\$0.00	\$0.00	\$0.00	\$12,079.90
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>	<b>EOY Balance</b>			
	\$337.25	\$177.25	\$14.94	\$499.56			

Fund Name		Date Of Creation		Fund EOY Balance			
Total General Funds		1/1/1900		\$3,261,308.69			
<b>Type:</b> Trust		<b>Purpose:</b> Cemetery Perpetual Care		<b>How Invested:</b> Common Investment			
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$3,209,116.26	\$13,775.00	(\$77,554.70)	\$49,709.83	\$0.00	\$0.00	\$3,195,046.39
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>	<b>EOY Balance</b>			
	\$42,130.41	\$76,931.68	\$52,799.79	\$66,262.30			

Fund Name		Date Of Creation		Fund EOY Balance			
WASTE TIRE RECLAMATION EXPENDABLE TRUST		10/2/1990		\$655,294.66			
<b>Type:</b> Capital Reserve (RSA 34:35)		<b>Purpose:</b> Capital Reserve (Other)		<b>How Invested:</b> Common Investment			
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$603,764.28	\$134,797.92	\$8,864.96	\$14.54	\$0.00	\$92,147.04	\$655,294.66
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>	<b>EOY Balance</b>			
	\$11,576.22	\$12,823.70	\$24,399.92	\$0.00			



**Report of Trust and Capital Reserve Funds**

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
WASTE WATER CAPITAL IMPROVEMENTS FUNDS	11/19/1996	\$615,251.30

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$536,734.21	\$70,787.60	\$8,414.21	\$14.58	\$0.00	\$699.30	\$615,251.30
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$10,851.19	\$11,943.93	\$22,795.12				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
WASTEWATER COMPENSATED ABSENCES FUND	5/17/2005	\$51,376.07

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$43,859.32	\$6,868.93	\$705.66	\$1.24	\$0.00	\$59.08	\$51,376.07
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$858.48	\$1,010.45	\$1,868.93				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
WATER COMPENSATED ABSENCES FUND	5/17/2005	\$51,376.07

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$43,859.32	\$6,868.93	\$705.66	\$1.24	\$0.00	\$59.08	\$51,376.07
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$858.48	\$1,010.45	\$1,868.93				\$0.00

<b>Fund Name</b>	<b>Date Of Creation</b>	<b>Fund EOY Balance</b>
WINTER SNOW/ICE CONTROL FUND	6/15/2004	\$44,400.74

**Type:** Capital Reserve (RSA 34/35) **Purpose:** Capital Reserve (Other) **How Invested:** Common Investment

<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unrealized Gains</b>	<b>Realized Gains</b>	<b>Cash Cap Gains</b>	<b>Withdrawals</b>	<b>EOY Fair Value</b>
	\$42,288.33	\$1,567.30	\$596.86	\$1.08	\$0.00	\$52.83	\$44,400.74
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	<b>Expended</b>				<b>EOY Balance</b>
	\$663.35	\$903.95	\$1,567.30				\$0.00

## **DERRY PUBLIC LIBRARY ANNUAL REPORT**

### **Board of Trustees**

In March 2020, the Derry Public Library (“DPL”) saw the election of three new trustees to the Board: Monica Cataldo; Rachael Armstrong; and Margaret Ives (each a 3-year term).

The Fiscal Year 2020 (“FY20”) officers for the Library Board of Trustees were Kristen Mari as Chair; Heather Paradzick as Vice-Chair; Pete Marcotte and Caitlin Powers as Co-Treasurers; and Elizabeth Greenberg as Secretary. Town Councilor Richard Tripp served as the liaison to the DPL Board of Trustees, and the Board’s recording secretary was Danielle Mullins.

### **A year in review (and what a year it was...)**

FY20 was quite an interesting one for DPL! While it may seem logical to break the year down into “pre-Covid” and “Covid,” it really isn’t that simple. Certainly, FY20 began normally. Cara Potter was serving as Library Director, as she had for the previous six years, and our patrons were visiting the library in great numbers, checking out books, DVDs, CDs, video games, the telescope and downloadables, as well as enjoying a wide array of in-person library programs and activities. DPL was living up to its mission statement, as a welcoming space for the community to connect, explore and grow.

The first unexpected deviation in FY20 occurred at the end of January when Cara Potter departed Derry to serve as Director of the Defiance Public Library System in Defiance, Ohio. While Cara was (and will be) missed, library operations continued uninterrupted. Head of Reference and Assistant Director Susan Brown served as Acting Director immediately upon Cara’s departure, and she steered the library through historic and unprecedented challenges.

These challenges, of course, were brought about by the second unexpected deviation in FY20: the Covid-19 pandemic. In fact, the pandemic decided to strike right in the midst of the interview process for the new director. What started as in-person interviews shifted to Zoom, and as of the writing of this Annual Report, there are still a couple of trustees whom I (new Library Director, Eric Stern) have yet to meet in-person!

While I had worked as a reference librarian at DPL from 2012-2014, departing to serve as director in Nottingham, and more recently to resume the practice of law, I always hoped to return to Derry someday. The pandemic has made my return, admittedly, somewhat unusual, but I am overjoyed to be back, helping to guide the library forward through these uncertain times. To be able to serve in this capacity is a dream come true.

### **Covid-19 Services**

What Susan and the DPL staff were able to accomplish during the early stages of the pandemic was truly remarkable. Over the past several years, DPL has embraced its role as one of the cultural centers of the community. Our patrons are accustomed to spending hours browsing our materials, accessing our public computers, and attending library programs. With the onset of

Covid-19, libraries across the state, country, and indeed, the world, were faced with the dilemma of how to best serve our respective communities given the realities of Covid-19 transmission.

DPL's staff rose to the challenge, and led the way among GMILCS libraries (the regional consortium of which Derry is a part, including the libraries of Amherst, Bedford, Goffstown, Hooksett, Manchester, Merrimack, Milford, Salem, Windham, and New England College) in reintroducing services tailored to safely meet patron needs during the pandemic. DPL staff continuously answered phones and emails to maintain communication with patrons. We were among the first to provide curbside pickup of materials (May 11<sup>th</sup>). We were the first and only GMILCS library (for some time) to welcome patrons back into the building, first to provide access to public PCs by appointment (June 15<sup>th</sup>); then to browse the collection (June 29<sup>th</sup>). For programming, DPL staff created online content at a quality and quantity that we never before imagined. Through Zoom, Facebook YouTube, Instagram and the library website, DPL's staff consistently engaged with patrons.

Comparing library-wide statistics for FY19 to FY20 at first seems disappointing, if understandable. We did, however, have strong usage through the earlier months of FY20, so most statistical drop-offs are in the ballpark of 25%. Prior to the pandemic, in-person visits to DPL were comparable from FY20 to FY19.

There are notable exceptions to the Covid-19 statistical declines. Areas such as meeting room usage for non-library programs (up 5.56%), patron requests for our materials (up 46.51%), catalog searches (up 8.81%), patron database logons (up 12.38%), as well as Overdrive and Cloud Library circulation (up 18.99%) all evidenced strong growth over the course of the whole year (sometimes because of, and sometimes in spite of the pandemic). Also, new pandemic-responsive services have proven quite popular. Our curbside pickup of library materials has shown strong and steady growth since being implemented in early May.

While I hope that the need for appointments to visit the library are soon a thing of the past, relegated to the dustbin of history, we have to acknowledge that many of the changes brought about by the pandemic may be lasting. Changes such as social distancing, the need to wear masks indoors, and reduced occupancy numbers will keep initiatives such as DPL's curbside pickup and many online programs running for quite some time.

DPL's staff has done a remarkable job updating services and programs to the era of Covid-19, and I am so proud to be a part of this library and community once again. Many thanks to all of our patrons, staff, and trustees for remaining flexible during these trying times. In the era of Covid-19, DPL strives to continue serving the community's evolving informational and cultural needs, supporting residents' efforts to connect, explore and grow.

Respectfully submitted,

*Eric Stern*

Eric Stern, Director

Derry Public Library



## **TAYLOR LIBRARY ANNUAL REPORT**

### **PROGRAMMING:**

The past few months have presented a challenge due to the COVID-19 crisis, however, the library has adapted to provide the same or similar services to its patrons. Prior to our initial closing in March, we completed another successful year of programming for children and adults. This past year, we hosted 13 programs for adults with 166 people in attendance. Our adult book group met the second Monday of the month September through November of 2019 and resumed January through March of 2020. Members picked the book each month and we interlibrary loan them from other libraries within the state so patrons do not need to purchase the book. Currently, the book group is on hold until we can resume face to face programming. Our holiday readings continue to be a favorite amongst patrons, and this last year was no different. Marge Palmer and Serena Levine once again offered their Holiday Readings for adults in December. We had a full house for that evening. The fireplace and candles were lit as the lights were dimmed. Everyone enjoyed Holiday stories which got us into the mood for the coming season. Staff and Trustees baked goodies for refreshments. Thank you to the Friends of the Derry Libraries for the help with this program. It is most appreciated.

Our children's programming continues to be popular as well. The bulk of our children's programming prior to the outbreak of the pandemic consisted of our preschool story hours with Tiny Tot Group leading the way in terms of attendance. We offered two story hours per week, one for Tiny Tots (ages 6 months-two years old) and one group for ages two through five years old. Tiny Tots enjoy stories, rhymes, music, instruments and dancing. These activities are repeated each week for a six week block of time. The repetition helps with retention and learning and by the end of the block, children are joining in. We change the rhymes and stories according to the seasons. The other story hour for ages two through five are theme based stories with an accompanying craft which helps to tie together literacy and tactile play.

Despite the rain, Joe the Balloon man entertained us at our annual summer carnival. We distributed water and snacks to everyone in attendance. In December, Santa Claus made a visit to the library for our Polar Express night. We hosted him for 3 nights and had 12 families come each night to enjoy stories, hot chocolate and cookies. All three evenings were full and we had a wait list for children hoping to get into the story hour. The library is transformed into a train and the children come dressed in their pajamas. They climb aboard the train for the magical ride to the North Pole where they get to meet Santa Claus who gives each child the first gift of Christmas (silver bell). After Santa leaves, they enjoy cookies and hot chocolate served by the elves. Each night of Polar Express, a lucky child wins a Polar Express Gift Pack. The small intimate setting of the Taylor Library is a perfect backdrop for our annual trip to the North Pole. We intend to continue the tradition virtually this year and have plans to prerecord stories and a visit with Santa and will have presents available for curbside pick up.

As one can imagine, the pandemic put a hitch in many of our plans for the spring and summer of 2020, however, the library has adapted to offer many of the traditional services in new and exciting ways. The most popular adaptation for this summer is our StoryWalk. Families can visit the field behind the library to read a story that is separated and mounted on posts that take you

around the field. While visiting, we have encouraged families to stay for a picnic on our picnic tables. We have posted a new story every two weeks throughout the summer with a total of 7 books. We have observed a total of 160 individuals visiting the storywalk during library hours and have been informed of many more throughout the last 2 months. Similarly, we observed 68 picnickers enjoying meals at our picnic tables which we have dutifully been sanitizing every morning the library is open to help keep the community safe. The Library hosted 2 movie nights for families in the library field. To help ensure pandemic safety, every family received a 6x6 spot to place a blanket and each spot was spaced 6 feet from those around them. Ahren Thielker volunteered his time and equipment to show the films and both times were a great success. Our first movie, we showed the DreamWorks movie Abominable and had 39 people in attendance. The second movie was an even bigger success with 78 people in attendance for the Pixar movie Onward. Both nights provided beautiful weather and a fun reason to get out of the house and do something different.

We have been able to adapt our story times and craft classes to a digital platform and found we got a wonderful response from the community looking for ways to educate and entertain during the pandemic. In June and July we hosted our usual summer reading program online and offered kits containing everything needed to participate and complete the weekly crafts. Families could sign up ahead of time and pick up all of the supplies for summer in one curbside trip. We posted 15 stories to Facebook Live and made note of views within the first 24 hours of each. Combined, we had an astonishing 2410 views. 9 of those stories had an associated craft to go along with it for our older group and those instructions were posted to YouTube so that they could be completed at any time. We also posted a STEM challenge and a LEGO challenge each week to the Facebook page. Anyone who attempted the challenges received an additional entry to the end of summer prizes.

Mr. Ray from the Derry Public Library partnered with us to host our annual campfire stories digitally this year and we had 352 views within 24 hours of that being posted. Thank you, Mr. Ray, for keeping the tradition going.

Despite the new limitations due to Covid-19, we have managed to have a successful spring and summer this year and look forward to using some of the programming and tactics that have come out of the pandemic response in the future.

## **BUILDING**

This past year we had the railing replaced at the rear entrance. The railing was designed to match the front and the period of the building.

We also had a few slates from the roof replaced and new flashing installed for water control. The building now shimmers in the sun.

Thank you to the town of Derry for the continued awesome job on our property.

## OTHER

Once again, I would like to thank the Town Council for voting in our favor to fund us for another year. We celebrated our 142<sup>nd</sup> year of existence on February 23<sup>rd</sup>.

At the end of June, Ms. Fran, the Library's Assistant Director, retired after 20 years of loyal service to the library. Fran Mears is doing well and visits often. We are sad to see her go but wish her nothing but happiness in her retirement.

In March, Jennifer Thielker was hired in anticipation of Fran's retirement. She has since taken over as the Assistant Director.

We will soon resume offering Interlibrary Loan service to the citizens of Derry. If you are looking for a book, CD, DVD or any format that a library will loan in the state of New Hampshire, we can attempt to borrow it for you. We have van service three days a week. The van resumes its typical service with new guidelines mid September. We pick up our loans at the Derry Public Library and you pick up your loan at the Taylor Library.

We have three laptops for public use. Many patrons either bring in their laptops or use ours to hook into our free Wi-Fi. Computer appointments are scheduled the same as browsing appointments and patrons can stay for one hour per day. For extended use during the pandemic, our WiFi reaches out into the parking lot and while the library was closed, many used our WiFi access from their vehicles.

We continue to offer passes for our patrons to visit various museums in New Hampshire and Massachusetts. We offer the following passes:

SEE Science Museum-Manchester  
Children's Museum of NH-Dover  
Museum of Fine Arts-Boston  
Strawberry Banke- Portsmouth  
Seacoast Science Center- Rye

Our website continues to be updated. Please check it and browse our card catalog for all the books we have to offer. ([www.taylorlibrary.org](http://www.taylorlibrary.org))

On behalf of the Trustees and the Staff at the Taylor Library, I would like to personally thank you all for the support and invite you to stop in and visit the "Little Library on the Hill". You will certainly be surprised at what we have to offer here.

Respectfully submitted,

*Linda Merrill*

Linda Merrill, Director  
Taylor Library



## **BUILDING & PROPERTY MAINTENANCE COMMITTEE ANNUAL REPORT**

The Building & Property Maintenance Committee meet monthly to coordinate efforts to address distressed properties and seek opportunities for revitalization of specific properties. The Committee is comprised of representatives from Code Enforcement, DPW, Police, Planning, Fire, Tax, Town Council, and members from the community. The Committee meets in January, April, July, and October on the 3<sup>rd</sup> Tuesday of the month at the Derry Municipal Center.

This Committee works with Town officials to identify distressed properties and encourage progress in taking the necessary actions to bring them back into compliance with Town standards.

At the beginning of FY 2020, there were 8 distressed properties on the list and through the efforts of the Code Enforcement Officers and committee members this number was reduced to 7.

Respectfully submitted,

*Robert Wentworth*

Robert Wentworth, Chairperson

Building & Property Maintenance Committee

## **DERRY CONSERVATION COMMISSION ANNUAL REPORT**

As stewards of the Town's conservation lands, we maintain the extensive trail systems, and monitor each parcel annually. Many of the properties are under conservation easement with the Southeast Land Trust of New Hampshire, and they provide us with annual detailed reports following their inspections of the various parcels.

As part of the Town's Technical Review Committee, we review all subdivision plans and continue to do site reviews for all development plans that come before us. The DCC also reviews all wetlands permits issued through the New Hampshire Department of Environmental Services.

In 2020 the COVID-19 virus has placed significant challenges upon our nation. The Derry Conservation Commission continued to meet safely during these times via Zoom and in person wearing PPE and practicing Safe Distancing. Our committee faced tough decisions to cancel our Town Wide Cleanup, Astronomy night, and Group Trail Walks this year. Our goal was to limit public gatherings and instead promote independent use of our parcels; the result was a large increase in public use and inquiries into our network of trails.

This year the Commission worked on two major projects.

Our first project was to move our Trail Maps to a more "social" platform. As our residents utilize technology more and more via mobile devices it made sense to find a partner in this space. The Commission reviewed and moved forward with the TrailFinder.info platform sponsored by the Upper Valley Trail Alliance and the NPS. The commission held a GPS Trail Tracking session on the Low Property practice mapping via GPS and then uploaded results to the platform. To this point we have 3 parcels successfully uploaded onto the platform and will work this fall once the leaves fall to add additional parcels to this platform. Residents of Derry will have the ability to utilize Trailfinder.info to download GPS files directly to their Mobile Device and follow the trail without needing a paper map.

Our second project was to solicit bids and find a partner to manage our Broadview Farm property. Although we had relied on haying in the past, a combination of factors prevented the property from being properly maintained. There was major invasive and creep along the boundaries as well as severely overgrown areas needing attention. As Broadview is an environmentally sensitive grassland bird habitat, the commission partnered with UNH Cooperative Extension to do a thorough review of the habitat. It was found that the parcel had a vast variety of bird species, though the absence of nesting Bobolinks meant the commission could move forward with our mowing contractor. The parcel was mowed in early August and saw an immediate improvement and positive feedback from the community.

The Broadview Farm Conservation Area Community Garden plots continue to be extremely popular. Plots are reserved by Derry citizens which enable them to grow healthy, fresh produce during the summer months. Will Lowenthal again has taken on the role of Garden Manager for the 2020 season. His guidance has been beneficial for not only the new gardeners but the health of the garden as a whole for a second year. The commission started the Gardening year with a clean up of debris around the garden from prior years. Will also successfully applied for funding to get hay bails through the Master Gardener Association and our Garden was a recipient. Thanks again to Will Lowenthal for his stewardship.

Neil Wetherbee was our Council Representative and I want to thank him for his continued guidance as a key member our Commission.

I am honored to be the Chair of the Conservation Commission. Other elected officers are Rick Buzzanga, Vice-Chair, Eileen Chabot, Treasurer and Grace Reisdorf, Secretary. The other regular members are Margaret Ives, Robert Spoerl, and Will Lowenthal, with alternate members Paul Dionne, Justin Mitchell, and Robert Boonstra. Ruth Robinson continues to be the recording secretary of the Commission.

As we continue through the last months of 2020 and into the 2021 season the Commission is looking to continue working on multiple projects including potentially expanding camping at Broadview, increased and rebranded signage, and expanding trail systems at Caras Property off Willow Ave and an additional pedestrian trail at Weber.

The Derry Conservation Commission meets the second and fourth Mondays each month, at 7:00 PM at the Derry Municipal Center, in third floor meeting room.

Respectfully submitted,

*James Degnan*

James Degnan, Chair  
Derry Conservation Commission

**DERRY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**  
**ANNUAL REPORT**

The Derry Economic Development Committee meetings are held on the first Monday of each month in the Town Council Chambers. Meetings are televised on Community Cable for the benefit of those who are unable to attend in person. The committee is made up of volunteers who have been appointed by the Town Council. Currently, the members are:

<b>Name</b>	<b>Title</b>	<b>Term Expires</b>
Christina Gossel	Chair	March 31, 2023
Gordon Graham	Vice Chair	March 31, 2022
Craig Cunningham	Secretary	March 31, 2021
John Potucek	Member	March 31, 2022
Richard Tripp	Town Council Liaison	March 31, 2021
Rick Metts	Member	March 31, 2022
Mark McClary	Member	March 31, 2021
Lauren Neves	Member	March 31, 2023
Carol Bowden	Alternate	March 31, 2021
Timothy Peloquin	Alternate	March 31, 2022
Vacant	Alternate	
Vacant	Alternate	
Beverly Donovan	Economic Development Coordinator	Permanent Member
George Sioras, AICP	Planning Director	Permanent Member

The Committee's Vision Statement is as follows. To assist in creating an environment that attracts robust businesses to Derry that meet the demand of our residents and the local workforce, and inspires current and future businesses to succeed in our community of historic Main Street storefronts complimented by the convenience of larger retailers, industry, and medical professionals.

Due to the COVID-19 pandemic, EDAC has only met 3 times during the calendar year 2020. The committee is struggling to identify an effective role now that the internal structure has changed. With the addition of Beverly Donovan as the Director of Economic Development, most if not all of the daily EDAC responsibilities stay with staff.

The EDAC continues to consult with the Director of Economic Development on various strategic initiatives while working to identify the best way to utilize EDAC and its members.

Respectfully submitted,

*Christina Gossel*

Christina Gossel, Chair  
Derry Economic Development Advisory Committee



## **HERITAGE COMMISSION ANNUAL REPORT**

The Heritage Commission has had a quiet year with the COVID-19 Pandemic closing the History Museum in March. Meetings were held virtually until it was finally safe to convene with social distancing method in August. The current members include Karen Blandford-Anderson, Chairperson, Paul Lindemann, Vice Chairperson, Thomas J. Cullinane, Mark Wiseman, Catherine Baumann, Denise Neale, and Nicole Chalfant. Mark Mastromarino will stay on as Museum Curator and participate in a reporting function for the Museum.

Museum acquisitions continue to flow from all sources including people who are cleaning out their attics and discovering artifact that are relevant to the town. Our policy is to accept items with direct connection to a person, business, or event from or about Derry NH.

Our continued goal is to provide information and direction for anyone interested in the history of the town and preserving the information for later generations. Projects include assisting with the Library Pandemic History project, Boston Post Cane Search renewed, Updating the Museum display areas and upgrading our graphics for events and speaker opportunities.

Respectfully submitted,

*Karen Blandford-Anderson*

Karen Blandford-Anderson, Chair

## **DERRY HIGHWAY SAFETY COMMITTEE ANNUAL REPORT**

The Derry Highway Safety Committee was originally conceived to provide a means to access State and Federal funds for safety needs of the Town. The Committee started in the late 1960's and received funds for ambulances, police vehicles, radar units and many more worthwhile projects that have funneled into the Town of Derry by the Committee.

The committee normally meets every third Thursday of the month at 9:00 am at the Derry Municipal Center on the 3rd floor, Town Council Meeting Room. The public is welcome to attend any meeting and may now participate via Zoom due to Covid 19. All safety requests must be submitted in writing and forms are available online at <https://www.derrynh.org/highway-safety-committee>. Due to no agenda items and later the Covid-19 pandemic, there were no meetings held in 2020 in January, February, March, April, May, and June.

The Committee is comprised of citizens and department staff. The members include Derry Police Chief, Edward Garone; Derry Fire Chief, Mike Gagnon; Department of Public Works, Alan Cote, Supt. of Operations; and School Department, Jane Simard. Appointees are Scott Savard, Chairperson, Jim Roddy, Co-Chair, Walter Deyo, Randall Chase, Ronald Goldthwaite, Jacob Pelletier, and Jill Jamro as our Recording Clerk.

This past year, we reviewed 10 cases having to do with safety concerns. These issues ranged from the requests for crosswalks, banning on street parking, stop signs, and traffic studies to determine average speed of traffic. The Committee also conducted one site review of a proposed building project to ensure public safety for motorists and pedestrians coming/going for these sites.

Citizens frequently attend meetings to voice their concerns regarding motorists speeding, street lighting request and signage that they felt the Town should be alerted to.

I would like to thank all the Departments for their assistance this past year.

Respectfully submitted,

*Scott Savard*

Scott Savard, Chairman

**DERRY HOUSING AND REDEVELOPMENT AUTHORITY**  
**ANNUAL REPORT**

I am pleased to submit the 2020 Annual Report for the Derry Housing and Redevelopment Authority (DHRA).

The DHRA currently administers 111 Section 8 Housing Choice Vouchers and owns 12 units of housing for low-income, elderly and disabled residents in Derry. Presently, the DHRA's waiting list for housing assistance contains 213 applicants. A person applying today for a Housing Choice Voucher can expect to wait approximately four years for assistance. The DHRA is governed by a five member Board of Commissioners. Led by Chairperson Kristy Baillargeon, the Board is comprised of Carol Yanzo-Murphy, Pat Dowling, David Milz and Tyler Adcox.

The 2019 fiscal year audit was conducted and the final report indicated no valid findings or compliance issues. HUD had designated the DHRA as a "High Performer"; the thirteenth consecutive year that the Agency has been awarded HUD's highest designation.

It is important to note that in addition to the services provided to low-income residents of Derry, the DHRA plays a role in the economics of the town as well. In 2019, the DHRA made a total of \$799,407 in rental assistance payments to local landlords. Over the past four years, the DHRA has paid almost five million dollars in rental assistance to Derry landlords.

The DHRA partnered with the Town of Derry in successfully submitting and receiving a grant for CDBG funds to be used to upgrade our VCK Apartment Complex properties. These funds will allow us to continue to rent the property to very low income elderly and disabled residents of Derry.

We look forward to working in the coming year with the Town and other local agencies to continue to provide decent, safe and sanitary housing for low-income residents of the Town of Derry.

Respectfully submitted,

*Melody Ackerman*

Melody Ackerman  
Executive Director

## **NET ZERO TASK FORCE ANNUAL TOWN REPORT**

The Net Zero Task Force was formed in March of 2016 by the Derry Town Council to investigate, explore and achieve cost effective solutions for reduced energy use and sustainable energy development on town controlled property, municipal buildings, vehicles and schools, while developing a comprehensive plan to achieve the goal of “Net Zero” compliance by all key stakeholders by 2025.

The Task Force membership was modified by the Town Council in 2019 and now consists of the following: Mary Till from the Conservation Committee/Go Green, Craig Cunningham from the Economic Development Advisory Committee, John O’Connor from the Planning Board, vacant representing the Derry Cooperative School District, Brewster Bartlett from Pinkerton Academy, Mike Fowler, PE from the Derry Public Works Department, Josh Bourdon (Vice-Chairperson) as the Derry Town Council Liaisons, and Jeff Moulton, PE (Chairperson), Craig Lazinsky, Tom Cardon (Secretary) and Mike Fodiman, PE from the public. Alternate members are vacant from the Greater Derry Londonderry Chamber of Commerce, Bob Mackey from Code Enforcement and Jon Eckerson from the public.

The Task Force meets on a monthly basis on the third Thursday at 6pm in room 207 of the Derry Municipal Building and has been meeting virtually (Zoom) since April of 2020 to the present.

Since 2010, the Town and various committees have implemented energy conservation projects that have saved the Town over \$900,000/year. Most of these projects were energy conservation improvements and a single solar installation at the Transfer Station.

For 2020, the following has been achieved:

- a. Municipal Building – the second largest consumption of energy for all Town facilities is being investigated for a behind the meter deployment that would utilize a 100,000 watt system (roof mount, ground mount or a combination). This would reduce utility energy usage of the building by over 50% and save the Town over \$25,000/year.
- b. For the DPW Solar Project installed in May 2018, production is up significantly, currently running 8-10% over design, primarily due to dry weather and cleaner skies.
- c. Energy Star program (EPA tool) continues to be utilized for modeling all town and school buildings, enabling us to track results of energy conservation projects.
- d. Participated with NH Clean Energy organization to promote renewable energy projects across NH municipalities and give Derry a bigger voice on key legislative issues.
- e. Actively lobbied for key legislation to enable larger solar projects for the town (up to 5Mw) with state representatives and senators. Unfortunately, 8 of 10 Derry State Representatives voted against expanding net metering, denying the Town of an opportunity to install a solar deployment at the empty landfill

site, with potential savings over \$15M versus current electricity costs. Mis-information from the utilities continue to bias the views of some of our elected officials.

- f. Marketing plan enhanced to enable information sharing with residents, businesses and schools.
- g. LED project for light replacement project for Municipal Building (\$25k savings/year for Town). Four Year Payback. Multiple projects for enhanced control systems are being planned for other buildings.
- h. Moved the proposed large solar deployment at the DPW Landfill (1 Mw) from feasibility to project contract phase that would have represented 80% of the DPW's electric usage (and 40% of the Town). At the last moment, the Task Force recommended against the project as it did not meet a suitable rate of return for the first 5 years. Potential savings of \$4-5M if the Town had purchased it at the end of 5 years.
- i. Formed a subcommittee for Community Choice Aggregation, enabled by the Virtual Net Metering Bill to enable the Town (and residents and businesses) to achieve energy savings vs current Eversource rates, with an option to consume 100% renewable energy. Envisioned to be a 2021-2022 project but monitoring other town's implementations before recommending to the Town Council.

Total power consumption for the Town (and schools) is over 8M kwh/year. The most viable solution to achieving the Town Council's goal of Net Zero by 2025 continues to be the development of the landfill for a large scale solar field that would cover the energy needs of the Town and School buildings. Until legislation is enacted that facilitates large scale solar deployments (over 1 Mw), this goal will be difficult to meet as a majority of Town buildings are not suitable for solar installations.

The Net Zero Task Force continues to reduce the Town's energy consumption through energy conservation initiatives and to introduce renewable energy sources in place of carbon sources, helping to reduce the tax burden on our citizens, attract new businesses with a "green" vision, and provide a healthy environment to live in but needs assistance from the Town Council and State Representatives to enact legislation to facilitate the Town Council goals.

Respectfully submitted,

*Jeff Moulton, PE*

Jeff Moulton, PE  
Chairman

## **DERRY PLANNING BOARD ANNUAL REPORT**

The general role of the Board for the Town of Derry is to provide for the orderly growth and development of the municipality. The Board reviews commercial and residential applications, approving them if they meet the regulations of the Town of Derry. The Board is also responsible for the creation and update of the Master Plan which documents the vision of the town for a period of about 10-15 years into the future. Derry's Planning Board is comprised of 7 full members, 3 alternates, and two ex-officio members.

During Fiscal 2020 [July 2019 – June 2020] the Planning Board saw a decrease by almost half with regard to applications submitted for review but spent a considerable amount of time reviewing and amending the Town of Derry Zoning Ordinance. During this period, the Board approved 35,863 square feet of new commercial space and the creation of three commercial lots. The Board approved 20 new single-family house lots and a 6-unit townhouse development. These approvals resulted in a year to date (August 2020) net gain of \$935,169.00 in appraised value for the Town of Derry. This figure does not include the building permits which have not yet been applied for or issued for a majority of the projects. Notable approvals this fiscal year included the B& H Oil gas station at the corner of Island Pond and Route 28, the new home of Paul the Plumber, and a 6 building medical office park.

The Board has held 18 meetings since July 1, 2019, which is one less meeting than Fiscal 2019. The Board adapted its meeting protocol with the advent of the COVID-19 pandemic, holding virtual meetings via the Zoom platform. The Board's ability and willingness to be flexible during the pandemic allowed applicants the opportunity to move smoothly through the approval process. In addition to the work mentioned above, the Board accomplished the following:

- Recommended acceptance of a new town road
- Approved one voluntary merger
- Approved a lot line adjustment
- Extended the approval for one commercial project and four residential projects
- Provided Certificates of Eligibility for five existing lots
- Reviewed two plans for municipal facilities – a pump station and a pressure reducing valve station – all part of the Southern New Hampshire Regional Water Project.

The Planning Board spent a good portion of its time discussing amendments to the Zoning Ordinance. There were 4 separate workshops held to discuss changes to the Zoning Ordinance, and three workshops to discuss changes to the Land Development Control Regulations. There was an extensive public process that resulted in moving 22 properties into the Office Business District; the Board also amended the uses, restrictions, dimensions, and parking limitations in the district. Sports Wagering was added as a use in three zones, and the Board clarified definitions for Public and Private Nuisance which will greatly assist the Code Enforcement Department in its duties.

The Board also created a new zoning district and accompanying architectural design regulations for the West Running Brook District. The purpose of the district is to retain the unique character of this area located just north of the Robert Frost Farm and in the area surrounding the West Running Brook. The new district encourages a mix of land uses, including residential, small scale retail/commercial, recreation and conservation in close proximity to one another. As of the writing of this report (late August 2020), there have been two conceptual plans brought forth to the Board for consideration in the new district.

The Planning Board completed the update to its 2010 Master Plan, adopting the three-volume plan in January of 2020. The Master Plan provides a basis for decision making about land use, redevelopment areas, and the allocation of Town resources. There was extensive public input on the Plan and the result will guide Derry for the next ten years.

I would like to take this opportunity to thank the Planning, Code Enforcement, Public Works, Fire, Police, and IT Departments for their valued support and assistance. Thanks also to the Board members for volunteering their free time in service to the Town; to the Town Administrator; Economic Development Director; Town Boards/Commissions, and to the Town staff for behind the scenes assistance.

Respectfully submitted,

*John O'Connor*

John O'Connor  
Chair, Derry Planning Board

# 2019 Town of Derry Report

## By Southern New Hampshire Planning Commission

The Southern New Hampshire Planning Commission (SNHPC) has a wide range of services and resources available to help member communities with a variety of land use planning and transportation challenges and concerns. Each year, with the approval of appointed representatives, the Commission's skilled staff designs and carries out programs of regional significance mandated by New Hampshire and federal laws or regulations, as well as local projects which pertain more exclusively to a specific community.

Often, Community Planning Boards, Conservation Commissions, and Governing Boards request assistance from SNHPC for traffic, pedestrian, and bicycle counts, grant assistance, specific studies, mapping, and facilitation services. Technical assistance is provided in a professional and timely manner as SNHPC carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulations; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.

In 2019, it has been the Commission's pleasure to assist the Town of Derry with conducting traffic counts, conducting a complete streets demonstration during Derry Derby Day, updating land use maps, providing staff expertise in traffic modeling for the I-93 Exit 4A Environmental Impact Study, and continuing the Age-Friendly Community Pilot Program assisting the Planning Department with a Master Plan survey to inform the process.

The following outlined table details services performed for the Town of Derry during the past year and includes both hours worked specifically for the Town and for projects involving multiple municipalities. In the latter case, the total hours spent by SNHPC staff are divided equally by the number of communities, resulting in time allotment attributed to each of the communities. Examples of a regional project are the development of the New Hampshire Department of Transportation (NHDOT) Ten- Year Transportation Improvement Plan and the organization of a legislative event for NH Legislators and local officials in the SNHPC region.

No.	Hours	Project Description
1.	108.2	Performed traffic counts at 26 sites in town.
2.	62.2	Worked with the Economic Development office for the Town of Derry to conduct a complete streets "Parklet" demonstration on West Broadway during the Town's annual Derry Derby Day.
3.	60.9	Conducted 3 culvert field assessments in the Town of Derry for ongoing development of the Regional Vulnerability Assessment, including meetings with road managers to discuss local risk factors and need for additional documentation of stream crossings; followed by SNHPC field survey of high-priority stream crossings.
4.	18	Conducted 2 bicycle/pedestrian counts on the Derry Rail Trail and the Rockingham Rail Trail in the Town of Derry, analyzed and shared data with Town stakeholders.
5.	8	Assisted the town in preparing for the 2020 Census by partaking in the Participant Statistical Area program, New Construction program, and statewide Complete Count Committee on behalf of the town.
6.	84.8	Began the Congestion Management Process Plan update for the SNHPC region.



7.	33.2	Implemented the Becoming Age-Friendly Pilot Program Phase III and began Phase IV: Continued outreach and pilot program efforts with community representatives and staff. In November, SNHPC hosted a statewide forum on age-friendly housing opportunities in New Hampshire.
8.	31.2	Continued the development of the SNHPC Public Participation Plan.
9.	26.6	Provided staff support to Robert Frost/Old Stagecoach Scenic Byway, including meeting preparation, communication, and follow-up activities.
10.	25.8	Compiled building permit data and certificate of occupancy permit records to record dwelling unit totals from all municipalities in the region.
11.	17.2	The FY 2019-2022 Transportation Improvement Program was developed and approved.
12.	12.6	Coordinated the establishment of regional transportation performance measures through Partnering for Performance NH (PFPNH) workgroup.
13.	12.6	Represented the Commission on the MS4 Storm Water Coalition and helped with regional coordination of MS4 Efforts.
14.	12.3	Continued updating the SNHPC Regional Transportation Plan.
15.	11.6	Represented the interests of the Town on the Region 8 Regional Coordinating Council for the Statewide Coordination of Community Transportation Services Project.
16.	11.6	Provided assistance to Statewide Coordinating Council for Community Transportation (SCC).
17.	11	Conducted outreach to towns for the development of Road Safety Audit (RSA) and Highway Safety Improvement Program (HSIP) funding applications to the NHDOT.
18.	9.7	Continued work with the Environmental Protection Agency (EPA) Brownfields Region-wide Assessment Grant for environmental studies and investigations to help move contaminated sites to clean up, redevelopment and reuse.
19.	8.3	Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through SNHPC's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins.
20.	7	Coordinated with regional municipalities and the NHDOT to develop the 2019-2028 Ten-Year Transportation Improvement Plan.
21.	6.8	Participated in the Complete Streets Advisory Committee; organized a region-wide forum and provided feedback for the NHDOT State Bicycle/Pedestrian Plan.
22.	6.3	Provided detailed analysis of survey results from the State Plan on Aging, prepared by NHDHHS.
23.	6.2	Developed an interactive map of volunteer driver services in the State of New Hampshire.
24.	2.8	Continued updating the regional travel demand model, which is used to forecast traffic volumes on roads in throughout the region.
25.	1.5	Coordinated with the Partnering for Performance NH (PFPNH) workgroup to develop and adopt regional safety, infrastructure condition, and freight transportation performance targets.
26.	1	Organized and facilitated the Legislative Event "Tiny Homes in New Hampshire" for NH Legislators and local officials in the SNHPC region.

Derry's Representatives to the Commission

Adam Burch  
John O'Connor

Jeffrey Moulton, Chair  
Richard Tripp

**Executive Committee Member:** Jeffrey Moulton, Chair



## **ZONING BOARD OF ADJUSTMENT ANNUAL REPORT**

For the fiscal year July 1, 2019 to June 30, 2020, the Zoning Board of Adjustment heard 29 variances, 6 special exceptions and 1 equitable waiver. Of all the activity noted, there were 6 requests to be reheard. Of the 29 cases for variances, only three were re-hearings. Of the cases noted, the majority of them were residential in nature, with business cases primarily in the used automobile dealer make up. Of those dealer requests, approvals granted were accommodating to already existing property or business owners in the community.

Under the Zoning Boards purview, the board also may hear administrative appeals and lot line adjustments, of which no cases in those criteria were presented.

By State Statute, the board remains at 5 primary members with a window of up to 5 alternates. The ZBA continues to average 1 – 2 alternates where having three alternate members would be optimal.

Respectfully submitted,

*Lynn Perkins*

Lynn Perkins, Chairman

# DERRY TOWN CHARTER



Adopted: November 1984 (effective January 1, 1985)

Amended: 1988, 1991

Revised: 1993

Amended: 1994, 1995, 1996, 1999, 2001, 2002, 2003, 2004, 2005, 2012,  
9/2012 (effective 7/1/13), 7/2013 (effective 7/1/13), 3/10/2020

# **DERRY CHARTER**

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# **DERRY CHARTER**

## **PURPOSE**

The purpose of this Charter is to exercise the home rule power recognized under Part One, Article 39 of the Constitution of the State of New Hampshire, consistent with the general laws of the State.

## **ARTICLE 1**

### **INCORPORATION; TOWN COUNCIL FORM OF GOVERNMENT; POWERS**

#### **SECTION 1.1 Incorporation**

The inhabitants of the Town of Derry shall continue to be a body politic and corporate under the name of the "Town of Derry" and as such to enjoy all the rights, immunities, powers and privileges and be subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. All existing debts and obligations shall remain obligatory upon the Town under this Charter.

#### **SECTION 1.2 Town Council Form of Government**

Except as otherwise provided in this Charter, all powers of the Town shall be vested in a Town Council.

#### **SECTION 1.3 Construction**

The powers conferred under this Charter are to be construed liberally in favor of the Town, and the specific mention of particular powers is not intended to limit in any way the general powers of the Town as stated in Section 1.1.

#### **SECTION 1.4 Intergovernmental Relations**

Subject only to express limitations in the provisions of the New Hampshire Statutes, the Town may exercise any of its powers or perform any of its functions under this Charter and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the State of New Hampshire or any political subdivision or agency thereof, or the United States of America or any agency thereof.

## **SECTION 1.5 Districts**

The Town shall continue to be divided into 4 Districts for the purpose of electing Town Councilors from such Districts. The boundaries of the presently established Districts shall remain as drawn until boundaries are redrawn by the Town Council based on the decennial Census of the United States. So far as reasonably fair and practicable, all Districts shall be equal in population. The Town Council shall, if necessary, adjust and establish new boundaries based on decennial Census data. The Town Council may establish its own rules and procedures governing the conduct of redistricting. However, the Town Council shall hold at least one public hearing concerning new District boundaries.

## **ARTICLE 2**

### **ELECTIONS; ELECTION OFFICIALS; CONDUCT OF ELECTIONS**

#### **SECTION 2.1 Composition of Board of Election Officers**

Eligible members of the Supervisors of the Checklist, the Moderator, the Town Clerk, and the Town Council shall constitute the Board of Election Officers. The Moderator shall be the Chairman. The Town Clerk shall serve as the Clerk of the Board. An "eligible" member shall be defined as someone who is not disqualified by State law. **(amended 9-11-2012)**

#### **SECTION 2.2 Moderator**

There shall be a Moderator of the Town who shall have all the powers and duties granted by this Charter and State law. The Moderator shall be elected at large at the regular Town election for a term of 2 years. The Moderator shall have the power to appoint all election officials except those which this Charter or State law requires to be elected or otherwise appointed. The Moderator shall determine whether all ballots from all polling places are to be counted in one or more locations. Vacancies in the office of Moderator shall be filled pursuant to State law.

#### **SECTION 2.3 Supervisors of the Checklist**

(A) There shall be 3 Supervisors of the Checklist who shall hold office for 6 years (and until their successors are elected and

qualified), elected on a staggered basis so that one Supervisor is elected every two years.

(B) Vacancies among the Supervisors of the Checklist shall be filled pursuant to State law. The person so appointed shall hold office until the vacancy for the unexpired term is filled at the next regular Town election.

(C) The Supervisors of the Checklist shall elect a chairman for a term of 2 years.

## **SECTION 2.4 Duties of the Supervisors of the Checklist**

The Supervisors of the Checklist shall have such powers and duties as are specified under State law.

## **SECTION 2.5 Conduct of Elections**

(A) The election officers, whose duty it is to conduct regular and special elections, shall conduct Town elections in accordance with State law. All elected Town officers shall be elected by use of the Non-Partisan Ballot System established by State law.

(B) The regular Town election shall be held on the second Tuesday in March in each year. The Town Council shall by ordinance establish other election dates, polling places and balloting hours.

(C) Persons who would be qualified under State law to vote in a biennial election in the Town if held on the day of a Town election, shall be qualified to vote in the Town election.

(D) The filing period for candidates to be placed on the ballot for Town elections shall be 10 days, beginning on the seventh Wednesday before the Town election. **(amended 3-12-13)**

## **SECTION 2.6 Preparation of Ballots**

The Town Clerk shall prepare separate ballots to be used at all local referenda and at elections at which Town officers are chosen. The ballots shall contain in appropriate sections the names of all candidates in such order as permitted by State law, without party designation. Below the list of names of the

candidates of each office, there shall be as many blank spaces as there are offices to be filled at the election. No titles, military, professional or otherwise, shall accompany the name of any candidate on the ballot.

## **SECTION 2.7 Preservation of Ballots**

All the ballots cast at each election shall be preserved, maintained, and sealed as required by State law.

## **SECTION 2.8 Contested Elections**

(A) Any person for whom a vote was cast and recorded for any office at a town election may, before the expiration of 3 days after the date of the election, apply in writing to the Town Clerk for a recount of the ballots cast for such office and shall pay to the Town Clerk the fee authorized by State law, for the use of the Town. The Town Clerk shall appoint a time for the recount not earlier than 5 days and not later than 10 days after the receipt of the application. If a recount is requested for a Town office, no person shall assume that office until the recount is completed.

(B) The recount shall be conducted by the Board of Election Officers acting as a Board of Recount. In compliance with State law, the members of the Board of Election Officers comprising the Board of Recount shall be the Town Clerk, the Moderator, and members of the Town Council, provided that all officers are eligible pursuant to RSA 669:32. The Board shall determine the results of any recount. Decisions of the Board in cases of contested elections shall be final, subject only to statutory appeals to the Superior Court. **(amended 9-11-2012)**

(C) Tied elections for any elected Town office shall be determined by lot in a manner decided by the Town Clerk in the presence of the candidates who are tied, if upon notice from the Clerk they elect to be present.

(D) If any 10 voters of the Town shall, before the expiration of 7 days after the date of the regular Town election or special election, apply in writing to the Town Clerk for a recount of the votes on any ballot question affecting the Town only, the Clerk shall appoint a time and place for the recount, not earlier than 5

days nor later than 10 days after receipt of the application. The recount shall be conducted in accordance with State law. Applicants shall pay to the Town Clerk, for use of the Town, the appropriate fee as established by State law.

## **SECTION 2.9 Certification of Election and Appointment**

(A) Written notice of election or appointment to any Town office or board shall be mailed by the Town Clerk to the person elected or appointed, within 48 hours after the appointment is made or the results of any vote are certified to the Town Council. If, within 10 days from the date of the notice, such person shall not take, subscribe to and file with the Town Clerk an oath of office, such neglect shall be deemed a refusal to serve and the office shall be deemed vacant, unless the Town Council shall extend the time in which such person may qualify.

(B) The removal from office in accordance with this Charter, with or without cause, of a person elected or appointed or otherwise chosen for a fixed term, shall give no right of action for breach of contract.

(C) Except as otherwise provided by law, before entering upon the duties of office, every person elected or appointed to Town office shall take and subscribe to an oath of office as prescribed by law, which shall be filed and kept in the office of the Town Clerk. Any oath required by this section may be administered by any officer qualified by law to administer oaths.

(D) All elected Town officials shall take office on the first Monday following their election and shall hold office until their successors are duly elected and qualified.

## **ARTICLE 3**

### **PETITIONS: FREE; INITIATIVE; REFERENDUM**

#### **SECTION 3.1 Free Petition**

(A) Individual Petitions, Action Discretionary: The Town Council shall receive all petitions which are addressed to them and signed by a registered voter and may, in their discretion, take such action in regard to such petitions as they deem necessary and appropriate.

(B) Group Petitions, Action Required: The Town Council shall hold a public hearing and act by taking a vote on the merits of every petition which is addressed to it and which is signed by at least 100 registered voters. The hearing shall be held by the Town Council, or by a committee or subcommittee thereof, and the action by the Town Council shall be taken not later than 60 days after the petition is filed with the Town Clerk. Hearings on two or more petitions filed under this section may be held at the same time and place. The Town Clerk shall mail notice of the hearing to 10 petitioners whose names first appear on each petition at least 7 days before the hearing. Notice shall be given by publication of a summary of the contents of a petition at least 7 days prior to all such hearings, at public expense. No hearing shall be held upon more than one petition containing the same subject matter in any 12-month period. No hearing or action by the Town Council under this section shall be required in the case of any petition to suspend the implementation of an ordinance adopting a budget or enacting a land use regulation.

#### **SECTION 3.2 Initiative Petition**

(A) Commencement of Proceedings: Initiative procedures shall be started by the filing of an initiative petition with the Town Clerk. The petition shall be addressed to the Town Council, shall contain a request for passage of a particular measure set forth in the petition, and shall be signed by no less than 20 percent of the total number of votes cast in the last regular Town election.

Signatures to an initiative petition need not be all in one paper. All such papers pertaining to any one measure shall be fastened together and shall be filed in the office of the Town Clerk as one instrument, with the endorsement thereon of the names and

addresses of the persons designated as filing the same. With each signature to the petition shall be stated the place of residence of the signer, giving the street and number, if any.

Within 7 days after the filing of an initiative petition, the Town Clerk shall ascertain by what number of registered voters the petition is signed, and what percentage that number is of the total number of votes cast in the last regular Town election, and shall attach thereto a certificate showing the result of such examination.

The Town Clerk shall forthwith transmit the certificate with the petition to the Town Council and at the same time shall send a copy of the certificate to the first person designated on the petition as filing the same.

When such certificate establishes that the petition appears to have been signed by the requisite number of registered voters, the petition shall be deemed to contain requisite signatures unless written objections are made with regard to the signatures thereon by a registered voter within 7 days after such certificate has been issued, by filing such objections with the Town Council and a copy thereof with the Town Clerk. The validity of any such objection shall be determined by the Town Council at their next regular meeting.

(B) Requirements for Passage and Submission to Electorate. If the Town Council determines that the petition contains the requisite signatures of registered voters, and if in the opinion of the Town attorney the petitioned initiative measure may lawfully be passed by the Town Council, the Town Council shall within 20 days after the petition has been finally determined to be sufficient: (1) pass the measure without alteration; or, (2) schedule a special Town election to be held on a date not less than 30 nor more than 60 days thereafter, and submit the measure without alteration to a vote at that election. However, if any other Town election is to occur within 60 days after the petition has finally been determined to be sufficient, the Town Council may omit a special election and submit the measure to a vote at such other Town election.

The ballot presenting an initiative measure shall state the nature of the measure in terms sufficient to communicate the substance

thereof. The question shall be whether the initiative measure should be adopted.

### **SECTION 3.3 Referendum Petitions**

(A) Commencement of Proceedings: Referendum petitions must be filed with the Town Clerk within 30 days after adoption by the Town Council of the measure or part thereof protested by the petition. Referendum petitions shall identify specifically the measure or part thereof protested and must be signed by no less than 20 percent of the total number of votes cast in the last regular Town election. The procedures of Section 3.2 (A) shall apply to referendum petitions except that the words "measure or part thereof protested" shall, for this purpose, replace the word "measure" in the said section whenever it may occur, and the word "referendum" shall replace the word "initiative" in said section.

(B) Suspension of Effect of Measure or Part Thereof Protested: When a referendum petition is filed with the Town Clerk, the measure or part thereof protested shall be suspended from taking effect, except for emergency ordinances adopted under Section 6.3 of this Charter or ordinances adopting a budget or land use regulation, which shall not be subject to suspension. Such suspension shall terminate when:

1. There is a final determination of insufficiency of the petition; or
2. The filers of the petition withdraw it; or
3. 30 days have elapsed after a vote of the Town on the measure or part thereof protested

(C) Action on Petition: When a referendum petition has been finally determined to be sufficient, the Town Council shall reconsider the protested measure or part thereof by voting whether to repeal it. If the Town Council fails to repeal the protested measure or part thereof within 30 days after the day the petition was finally declared sufficient, the Town Council shall submit the protested measure or part thereof to a vote of the Town at a special Town election to be held on a date fixed by the Town Council. Such special election shall be held not less than 30 nor



more than 60 days after the Town Council's vote on repeal. However, if any other Town election is to occur within 60 days after the Town Council's vote on repeal, the Town Council may omit a special election and submit the protested measure or part thereof to a vote at such other Town election.

The ballot presenting a referendum measure under this section shall state the nature of the protested measure or part thereof in terms sufficient to communicate its substance. The question shall be whether the referendum measure should be repealed.

### **SECTION 3.4 Submission of Proposed Measure to Voters**

The Town Council may, on its own motion, submit any proposed measure, or a proposition for the repeal or amendment of any measure, to a vote of the Town at a regular or special Town election in the same manner and with the same force and effect as provided by this Charter for submission of initiative or referendum measures.

### **SECTION 3.5 Measures with Conflicting Provisions**

If two or more initiative or proposed measures passed at the same Town election contain conflicting provisions, only the one receiving the greater number of affirmative votes shall take effect.

## **ARTICLE 4 JUDICIAL AND ADMINISTRATIVE BOARDS**

### **SECTION 4.1 Elected Boards**

(A) Trustees of Trust Funds: There shall be a board of 3 Trustees of Trust Funds whose powers and duties are provided by State law. Trustees of Trust Funds shall be elected at the regular Town election for terms of 3 years, one Trustee each year. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(B) MacGregor Library Trustees: There shall be a board of 7 Trustees of the MacGregor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no

more than 3 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(C) Taylor Library Trustees: There shall be a board of 5 Trustees of the Taylor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no more than 2 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(D) Cemetery Trustees: The duties and responsibilities of Cemetery Trustees pursuant to RSA 289 shall be delegated to and exercised by the Derry Town Council.

## **SECTION 4.2 Administrative Boards**

(A) Planning Board: There shall be a Planning Board, whose powers and duties are provided by State law. The Planning Board shall consist of 9 members, of whom 7 are appointed and 2 are ex officio. The 7 appointed members shall be appointed by the Town Council for terms of 3 years, except that initial appointments shall be staggered so that no more than 3 appointed members shall have terms that expire in a single year; a vacancy occurring before the end of a term shall be filled for the unexpired term. The 2 ex officio members shall consist of the Town Administrator, or with approval of the Town Council the Administrator's designee, and a Town Councilor designated by the Town Council for a one year term. There shall also be 3 alternate appointed members appointed in the same way as regular appointed members, except no more than one alternate appointed member's term shall expire in a single year. **(amended 9-11-2012)**

(B) Housing and Redevelopment Authority: There shall be a Housing and Redevelopment Authority whose powers and duties are provided by State law. The Authority shall consist of 5 members appointed by the Town Council for terms of 5 years, except that initial appointments shall be staggered so that no more than one member's term shall expire in a single year. Vacancies shall be filled for the unexpired term.

(C) Conservation Commission: There shall be a Conservation Commission whose powers and duties are provided by State law.

The Commission shall consist of 7 members appointed by the Town Council for terms of 3 years, except that initial terms shall be staggered so that no more than 2 members shall have terms that expire in the first year, two members in the second year and three members in the third year. Vacancies shall be filled for the unexpired term. Four (4) alternate members shall be appointed in like manner, except that the terms of no more than two alternate members shall expire in a single year.

(D) Heritage Commission: There shall be a Heritage Commission whose powers and duties are provided by State Statute in accordance with RSA 673:4-a I & II only, 674:44a, 674:44-b I & III, 674:44-d. The Commission shall consist of 5 (five) members who shall have the powers and duties of both the Heritage Commission and a Historic District commission. The Commission shall consist of at least four (4) regular members who shall be appointed by the Town Council for three (3) year terms which shall be staggered so that no more than two (2) members' terms will expire in a single year. One regular member shall be a Town Councilor, designated by the Town Council for a term of one (1) year. There shall be three (3) alternate members who shall be appointed by Town Council for three (3) year terms which shall be staggered so that no more than one (1) member's term will expire in a single year. Vacancies shall be filled for the unexpired term.”  
**(amended 1999)**

### **SECTION 4.3 Judicial Boards**

Zoning Board of Adjustment: There shall be a Zoning Board of Adjustment whose powers and duties are provided by State law. The Board shall consist of 5 regular members appointed by the Town Council for 3 year terms, except that initial appointments shall be staggered so that no more than 2 members shall have terms that expire in a single year. In addition, there shall be 5 alternate members, appointed in the same way as regular members, except that no more than two alternate members' terms shall expire in a single year. Vacancies shall be filled for the unexpired term.

#### **SECTION 4.4 Terms of Office**

The terms of office of all members of appointed boards shall begin on April 1 and end on March 31.

#### **SECTION 4.5 Certain Vacancies**

(A) Unless otherwise provided in this Charter, in the event of a vacancy in an elected office, the Town Council shall fill the vacancy by appointment until the next regular Town election, at which time the vacancy shall be filled by election for the remainder of the unexpired term.

(B) Unless otherwise provided in this Charter, vacancies in appointed boards, commissions or committees shall, be filled by available alternate members selected by Town Council for the unexpired term.

#### **SECTION 4.6 Board Membership Restriction**

No member or alternate member of any Administrative or Judicial Board of the Town shall serve on any other Administrative or Judicial Board of the Town, except for ex officio members or Town Councilors designated to serve as members of a board.

#### **SECTION 4.7 Other Administrative Committees**

Other administrative boards and committees may be established as necessary by the Town Council.

#### **SECTION 4.8 Meetings with Town Council and Town Administrator**

The Town Council and the Town Administrator shall meet during the month of January, and more often if Town affairs so warrant, with the Chairmen of all standing town committees and boards to review significant actions taken by the committees, projects currently under discussion and anticipated activity for the coming year.

## **ARTICLE 5 THE GOVERNING AND LEGISLATIVE BODY**

### **Section 5.1 The Town Council**

Except as otherwise provided by this Charter, the governing and legislative body of the Town shall be a Town Council exercising all powers authorized by State law. The Town Council shall consist of 7 councilors, of whom 3 councilors shall be elected at large, and one councilor shall be elected from each District.

### **Section 5.2 Terms of Office**

The term of office for members of the Town Council shall be for three years, or until the election and qualification of their successors.

### **Section 5.3 Qualification for Office as Town Councilor**

To be eligible for election to the office of Town Councilor, a candidate must be 18 years of age, be a resident of the Town for at least one calendar year before the election, and in the case of a District Councilor, be a resident of the District to be represented. If a Councilor or any elected official of the Town moves from the Town, or from the District in the case of a District Councilor, and establishes a domicile in some other place, the office shall be declared vacant and shall be filled as provided for by this Charter.

### **SECTION 5.4 Selection of Chairman and Chairman Pro Tem**

The Council shall, by the affirmative vote of a majority of all its members, at its first regular meeting following each regular Town election, choose one of its members Chairman for a term of one year. The Council shall choose one of its member's Chairman Pro Tem, for a term of one year, who shall act in the absence or disability of the Chairman. In the event of a vacancy occurring in the office of Chairman, the Council shall choose one of its members Chairman at the next regular meeting to serve for the unexpired term. The Chairman shall be the official head of the Town for all ceremonial purposes, shall preside at all meetings of the Council and may speak and vote at such meetings.

### **SECTION 5.5 Election of Councilors**

Town Councilors shall be elected for terms of 3 years on a staggered basis, under the following schedule: At the first regular Town election following the effective date of this Charter (1994), there shall be elected one Councilor-at-large and the Councilor for District 1; at the second ensuing regular Town election (1995), there shall be elected one Councilor-at-large and the Councilors for District 2 and 4; at the third ensuing regular Town election (1996), there shall be elected one Councilor-at-large and a District Councilor for District 3. Thereafter, Town Councilors shall be elected on the same schedule in each ensuing 3 year cycle..

### **SECTION 5.6 Removal of Councilors**

The Town Council may, on specific charges and after due notice and hearing, at any time remove one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in this Charter.

### **SECTION 5.7 Filling of Town Council Vacancies**

In case a vacancy occurs in the Town Council for any reason, the remaining Town Councilors shall, by majority vote, appoint an acting Councilor from among persons eligible to hold the vacant office, to serve until the next regular Town election, at which point the vacancy shall be filled by election for the remainder of the unexpired term.

The Town Council shall act to fill a vacancy no later than 21 days after the vacancy has been officially declared. If such action is not taken within 21 days, the appointment shall be made by the Chairman of the Council. The person so appointed shall be sworn and commence to serve forthwith.

### **SECTION 5.8 Compensation; Expenses**

The Town Council shall establish an annual salary and expense allowance for its members, subject to the following: No increase in such salary or expense allowance shall be effective unless it shall have been adopted by a two-thirds vote of all the members of the Town Council. The new salary and expense schedule shall be included in the next Town budget process, and shall take effect

in the fiscal period to which that budget applies. No Councilor in office at the time the new schedule is adopted shall receive any benefit of the new schedule during the remainder of the Councilor's then-current term of office.

### **SECTION 5.9 Rules; Meetings; Quorum**

(A) The Town Council shall from time to time establish rules for its proceedings. Regular meetings of the Town Council shall be held at a time and place fixed by the Council but which shall be not less frequent than once monthly. Special meetings of the Town Council may be held on the call of the Town Administrator, or the Chairman of the Council, or on the call of any three or more members, by written notice delivered to the place of residence or business of each member at least 48 hours in advance of the time set. Sessions of the Town Council shall be open to the public, in accordance with RSA 91-A. Every matter coming before the Town Council for action shall be put to a vote, the result of which shall be duly recorded.

(B) A majority of all the members of the Town Council shall constitute a quorum. The affirmative vote of a majority of all the members of the Town Council shall be necessary to adopt any appropriation. Except as otherwise provided by law or this Charter, any other action or measure may be adopted by a majority vote of those present.

### **SECTION 5.10 Council Staff**

The clerk of the Town Council shall be the Town Clerk. The Clerk of the Town Council or designee shall give notice of all meetings of the Town Council to its members and to the public, shall keep a record of its proceedings and shall perform such duties as may be assigned by the Charter, by ordinance, or by other vote of the Town Council.

### **SECTION 5.11 Town Councilors - Incompatible Offices**

Except as otherwise provided in this Charter, members of the Town Council shall not hold any other office or employment with the Town. Former members of the Town Council shall not be eligible for appointment as a compensated Town officer or employee until one year after the expiration of their service.

## **ARTICLE 6 ORDINANCES**

### **SECTION 6.1 Municipal Legislation**

Municipal legislation shall be by ordinance. Each ordinance shall be identified by a number and a short title. The enacting clause of each ordinance shall be "The Town of Derry Ordains," and the effective date of each ordinance shall be specified in it. All ordinances shall be recorded at length uniformly and permanently by the clerk of the Town Council, and each ordinance so recorded shall be authenticated by the signature of the Chairman of the Town Council and the Clerk of the Town Council.

### **SECTION 6.2 Ordinances**

(A) An ordinance may be introduced by any Councilor at any regular or special meeting of the Town Council. Upon introduction of any ordinance, the Clerk of the Town Council shall distribute a copy to each Councilor and to the Town Administrator, shall file a reasonable number of copies in the office of the Town Clerk and shall post a copy in such other public places as the Council may designate. The full text of the proposed measure or ordinance need not be included in the notice if an adequate statement is included, describing the proposal and designating the place where the proposal is on file for public inspection.

(B) Every proposed ordinance shall be introduced in writing in the form required for final adoption. Any ordinance which repeals or amends an existing ordinance shall set out in full the ordinance, sections or subsections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type, and shall indicate new matter by underscoring or by italics.

(C) After the ordinance's first reading, it shall be published on the Town website and a notice placed in a newspaper of general circulation in the Town at least once, publicizing the time and place when and where it will be given a public hearing and be considered for final passage. The newspaper notice shall also contain a statement describing the proposal, and designating the



place where the proposal is on file for public inspection.  
**(amended 9-11-2012)**

(D) No ordinance shall be passed finally on the date on which it is introduced, except in cases of emergency involving the health or safety of the people or their property. Every adopted ordinance, except as otherwise provided by this Charter, shall become effective at the expiration of 30 days after adoption or at any later date specified therein.

No ordinance shall be amended or repealed except by another ordinance adopted in accordance with this Charter, or as provided in the initiative and referendum procedures of this Charter.

### **SECTION 6.3 Emergency Ordinances**

An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall contain statements after the enacting clause declaring that an emergency exists, and describing the scope and nature of the emergency in clear and specific terms. A preamble which declares and defines the emergency shall be separately voted on and shall require the affirmative vote of two-thirds of all the members of Town Council.

Action on an emergency ordinance shall be taken without amendment at the meeting at which the ordinance is introduced. No ordinance making a grant, renewal or extension, whatever its kind or nature, of any franchise or special privilege shall be passed as an emergency ordinance and except as provided by law relating to utility lines, no such grant, renewal or extension shall be made otherwise than by the regular procedure established for ordinances. After its adoption, an emergency ordinance shall be published as prescribed for other adopted ordinances. It shall become effective upon adoption or at such time as it may specify.

### **SECTION 6.4 Codification of Ordinances**

Not later than 18 months after taking office under this Charter and at least every fifth year thereafter, the Town Council shall have prepared a revision or codification of the ordinances of the Town which are appropriate for continuation as local laws of the Town.

## **SECTION 6.5 Existing Ordinances**

All by-laws, ordinances, rules, restrictions and regulations of the Town of Derry which are in effect as of the effective date of this Charter, and are not inconsistent with this Charter, shall remain in effect after the adoption of this Charter until they expire by their terms or are repealed, modified or amended by the Council.

## **SECTION 6.6 Charter Objection**

On the first occasion that the question on adoption of a measure is put to the Town Council, if two Councilors object to the taking of the vote, the vote shall be postponed until the next meeting of the Town Council whether regular or special. The Councilors who raise the objection shall state the basis for the objection and cite the Charter provision or other applicable law being relied upon in making the objection. This procedure shall not be used more than once for any agenda item. Any item once postponed shall not be further postponed under this section. The Charter objection privilege is not available with respect to an emergency ordinance.  
**(amended 9-11-2012)**

# **ARTICLE 7 GENERAL POWERS**

## **SECTION 7.1 General Powers of the Town Council**

Subject to the provisions of this Charter, as the elected body serving as the legislative and governing body of the town, the Town Council shall exercise all the powers and duties of selectmen, city councils and boards of aldermen and such other powers and duties provided by State statute or the Constitution of the State of New Hampshire. Except as otherwise provided by State law or this Charter, the powers of the Town Council may be exercised in a manner determined by it.

## **SECTION 7.2 Regulation of Fees and Other Charges**

In accordance with State law, the Administrative Code and this Charter, the Town Council shall approve and regulate all fees and charges, whether for reclamation, impact, use, permits or any other charges that may be made by any department or agency, for the use of the facilities or services of the Town.

### **SECTION 7.3 Delegation of Powers**

The Town Council may delegate to one or more Town agencies the powers to grant and issue licenses and permits vested in the Town Council by State law, and may regulate the granting and issuing of licenses and permits by any such Town agency. The Town Council may in its discretion, rescind any such delegation without prejudice to any prior action taken on such licenses or permits.

### **SECTION 7.4 Inquiries and Investigations**

The Town Council may require any elected or appointed Town officer or employee, any official appointed or confirmed by the Council, or any member of an elected Town board or elected Town commission to appear before it and to give such information as the Town Council may require in relation to such person's office, function or performance. The Town Council shall give at least 48 hours written notice of the general scope of the inquiry which is to be made to any person it shall require to appear before it under this section.

The Town Council may make investigations into the affairs of the Town and into the conduct of any Town agency, and for this purpose may administer oaths and require the production of evidence.

## **ARTICLE 8 ADMINISTRATION OF GOVERNMENT**

### **SECTION 8.1 Town Administrator**

The chief administrative officer of the Town shall be the Town Administrator (hereinafter called the "Administrator"). The Administrator shall be appointed by the Town Council upon the affirmative vote of at least 5 members of the Council. The Administrator shall hold office at the pleasure of the Town Council. The Town Council shall fix the Administrator's salary and terms of employment.

### **SECTION 8.2 Qualifications**

The Administrator shall be appointed solely on the basis of qualifications for the office, with special reference to education,

training and previous experience in public or private office. The Administrator need not be a resident of the Town or of the State of New Hampshire unless contractually obligated. The Administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, except as authorized by this Charter, nor engage in any other business or occupation unless with the approval of the majority of the Town Council.

**(amended 3-12-2013)**

### **SECTION 8.3 Evaluation of Administrator's Performance**

During the budgetary process following the first anniversary of the Administrator's service to the Town and during each subsequent budgetary process, the Town Council shall conduct an evaluation of the Administrator's performance in office. After such evaluation, the Town Council shall determine whether the Administrator's overall performance in office has been satisfactory or unsatisfactory. The Town Council shall also establish the Administrator's compensation for the ensuing year.

### **SECTION 8.4 Removal of Administrator**

(A) The Administrator may be removed by a majority vote of all members of the Town Council as herein provided. The Town Council shall adopt a resolution stating its intention to remove the Administrator and the reasons therefore, a copy of which shall be served on the Administrator. Immediately upon delivery to the Administrator of the resolution stating the intent of the Town Council, the Administrator shall be relieved of office and all further duties.

(B) The Administrator may reply thereto in writing within 10 days, and upon request, shall be afforded a public hearing which shall occur not earlier than 10 days nor later than 15 days after such hearing is requested. After the public hearing, if one is requested, and after full consideration, the Town Council, by majority vote of all its members, may adopt a final resolution of removal. The Administrator shall continue to receive full salary until the effective date of a final resolution of removal. The action of the Town Council in removing the Administrator shall be final.

During the period between adoption of a resolution under Paragraph (A) of this section and final action under Paragraph (B), the Town Council shall, by majority vote of all its members, appoint an interim Administrator to serve at the will of the Town Council for not more than 90 days. If a final resolution of removal is not adopted, the Administrator shall resume office forthwith.

### **SECTION 8.5 Acting Town Administrator**

(A) Whenever by reason of sickness, absence from the town or other unexpected cause, the Town Administrator shall be unable to perform the duties of the office for a period of 3 successive working days or more, the Town Council shall appoint an Acting Town Administrator.

(B) The Acting Administrator shall have all the powers and perform all the duties of the Administrator except to the extent that said powers and duties may be specifically restricted by Town Council resolution. The Acting Administrator shall be paid such salary for services hereunder as may be prescribed by the Town Council.

### **SECTION 8.6 Powers and Duties of Administrator**

(A) The Administrator shall be the chief administrative officer of the Town, shall supervise and be responsible for the administrative and financial affairs of the Town and shall carry out the policies enacted by the Council. The Administrator shall be charged with the preservation of the health, safety, and welfare of persons and property and shall see to the enforcement of the ordinances of the Town, this Charter and general State laws governing administration of the Town. The Administrator shall supervise and direct the administration of all Town departments and personnel therein.

(B) Except as otherwise provided by this Charter, the Administrator shall appoint upon merit and fitness alone, and may remove all officers and employees of the Town, subject to the provisions of pertinent statutes and the Administrative Code. Appointment of officers and employees who report directly to the Town Administrator shall be subject to confirmation by vote of the Town Council.

(C) The Administrator shall fix the compensation of all Town officers and employees appointed by the Administrator, within the limits established by existing appropriations.

(D) The Administrator shall have full jurisdiction over the rental and use of all Town facilities under the Administrator's control. The Administrator shall be responsible for the maintenance and repair of all Town property under the Administrator's control, within the limits of existing appropriation.

(E) The Administrator shall keep a full and complete inventory of all property of the Town, both real and personal.

(F) The Administrator shall be responsible for purchasing all supplies, material and equipment for all departments and activities of the Town.

(G) The Administrator shall keep the Town Council informed of the needs of the Town, and make such reports and recommendations as the Administrator may deem advisable or as the Council, as provided by this Charter or by ordinance, shall direct.

(H) The Administrator shall have and perform such other powers and duties not inconsistent with the provisions of this Charter as now are, or may be, conferred or imposed upon the Administrator by ordinance, or by general State laws. The Administrator shall have the right to take part in the discussion of all matters before the Town Council, but not the right to vote.

## **SECTION 8.7 Non-interference by Individual Members of the Town Council**

The Town Council shall act in all matters as a body. Members of the Council shall not seek individually to influence the official acts of the Town Administrator, or any other officers; or to direct or request, except in writing, the appointment of any person to, or removal from, office; or to interfere in any way with the performance by such officers of their duties. Any member of the Town Council violating the provisions of this section, as

determined through procedures established in this Charter, shall forfeit the office.

### **SECTION 8.8 Appointive Officers**

(A) There shall be appointed by the Administrator, subject to confirmation by vote of the Town Council, a police chief, a fire chief, a health officer, one or more assessors, town attorney, a tax collector and such other officers as may be necessary to administer all departments which this Charter and the Town Council shall establish. Assessors shall, prior to appointment, have demonstrated knowledge of property appraisal or assessment and of the laws governing the assessment and collection of property taxes. The powers and duties of appointed officers and heads of departments shall be those prescribed by state law, by the Charter or by ordinance.

(B) The Town Council may engage as needed such other attorneys as are deemed in the best interest of the Town or to provide legal advice to the Town Council.

### **SECTION 8.9 Departments; Administrative Code**

The Town shall have departments, divisions, boards or committees as may be established by this Charter or as the Town Council may establish by ordinance. It shall be the duty of the Administrator to draft and to submit to the Town Council within 9 months after assuming office, an ordinance consistent with this Charter to be titled as the "Administrative Code", which provides for the division of the administrative service of the Town into departments or agencies and defines the functions and duties of each.

The ordinance shall include, subject to any collective bargaining agreements that may be agreed upon, provisions for a merit plan to ensure that all appointments and promotions in the service of the Town shall be made solely on the basis of merit and only after appropriate examination or review of the applicants' relative knowledge, skills, abilities and experience and provisions governing discipline and dismissal of personnel. Subsequent to the adoption of such ordinance, upon recommendation of the Administrator, the Town Council by ordinance may amend it to

create, consolidate or abolish departments, agencies or other divisions of the Town, define the functions and duties of each, or otherwise amend it.

The chief officer of each department shall have supervision and control of such department and shall have the power to prescribe rules and regulations for the conduct of such department, not inconsistent with general law, this Charter, the Administrative Code, and the provisions of the merit plan. Prior to adoption of the Administrative Code, the Administrator shall have the power to establish temporary rules and regulations to ensure economy and efficiency in the several divisions of Town government.

### **SECTION 8.10 Town Clerk**

There shall be a Town Clerk, elected for a term of 3 years. The Town Clerk shall have such authority and perform such duties as provided by State law. Vacancy in the office of Town Clerk shall be filled in accordance with State law.

## **ARTICLE 9 FINANCE**

### **SECTION 9.1 Fiscal Year**

The fiscal year of the Town shall begin July 1 and run through the subsequent June 30 in each year.

### **SECTION 9.2 Preparation of Budget**

The preparation of the fiscal budget of the Town shall begin at such time as specified by the Administrator, or as directed by the Administrative Code. The chief officer or director of each department shall submit to the Administrator an itemized estimate of the expenditures for the next fiscal year for the department or activities under the officer's control. In presenting the budget to the Town Council, the Administrator shall also include a detailed report of estimated revenues other than those to be derived from real estate taxes, paying particular attention to departments or activities that are self-sustaining.



### **SECTION 9.3 Submission of Budget; Budget Message**

(A) By April 1 the Administrator shall submit to the Clerk of the Town Council a proposed budget for the ensuing fiscal year which shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year, an accompanying budget message and supporting documents, including the estimated effect of the proposed budget on the tax rate.

(B) The message of the Administrator shall explain the budget for all Town agencies both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the Town for the ensuing fiscal year, indicate any major changes from the current fiscal year in financial policies, expenditures and revenues, together with the reasons for such changes; summarize the Town's debt position and include such other material as the Administrator deems desirable or the Town Council may reasonably require.

### **SECTION 9.4 Action on the Budget**

(A) Limitation of Budget Increases: Recognizing that the final tax rates for the Town of Derry are set by the New Hampshire Department of Revenue Administration pursuant to State law, the Administration and Town Council of the Town of Derry shall develop their annual budget proposals in accordance with the mandates of this section. In establishing a municipal budget, the Town Council shall be allowed to assume an estimated property tax rate only in an amount equal to the equalized tax rate established during the prior fiscal year increased by a factor equal to the average change in the Northeast Region Consumer Price Index for All Urban Consumers (CPI-U) as published by the United States Department of Labor Bureau of Labor Statistics for the calendar year immediately preceding budget adoption. Total expenditures for any given budget year shall not exceed funds reasonably calculated to be derived by a tax rate so established in addition to other revenues generated by the municipality. This provision shall not prevent the Town Council from establishing an annual municipal budget below this limit. This provision shall not limit the Town Council from appropriately funding any programs or accounts mandated to be paid from municipal funds by state or federal law. **(amended 3-12-13)**

(B) Exception to Budget Limitation: The total or any part of principle and interest payments for any municipal bond may be exempted from being included in expenditures subject to the prior limitation in Sec. 9.4(A) upon a two-thirds vote of the entire Derry Town Council. This decision shall be made annually.

(C) Override of Tax Cap: The Town Council may vote to exceed the limit on annual increases under the tax cap provision in Section 9.4 (A) for the specific budget year under consideration upon a two-third vote of the entire Derry Town Council.

**(amended 3-10-2020)**

(D) Public Hearing: The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the proposed budget as submitted by the Administrator with a notice stating: (1) the times and places where copies of the proposed budget are available for inspection by the public and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on the proposed budget will be held by the Town Council.

(E) Adoption: The Town Council shall enact the budget, with or without amendments, by May 31. In amending the budget, it may delete, decrease, increase or add any programs or amounts, except it may not decrease expenditures required by law or for debt service. If the Town Council fails to take action with respect to the budget by May 31, such budget shall, without any action by the Town Council, be deemed to have been adopted, and shall be available for the purposes specified.

## **SECTION 9.5 Quarterly Budget Reports**

At the beginning of each quarterly period during the fiscal year, and more often if required by the Town Council, the Administrator or designee shall submit to the Town Council data showing the state of the Town's financial affairs. The Administrator shall, at the Town Council's first regular meeting in the quarterly period, using the same data furnished to the Town Council, provide a report to the public that shows the relation between the estimated and actual income and expenses to date, together with outstanding

indebtedness and estimated future expenses. The Town Administrator, with simple majority approval of the Town Council, may reduce appropriations for any item or items, except amounts required for debt and interest charges or other legally-required expenditures, to such a degree as may be necessary to keep total expenditures within total anticipated revenues **(amended 3-13-12)**

### **SECTION 9.6 Appropriations After Adoption of Budget**

No appropriation shall be made for any purpose not included in the annual budget as adopted, unless approved by a two-thirds majority of all the members of the Town Council after a public hearing. The Town Council shall, by resolution, designate the source of any money so appropriated.

### **SECTION 9.7 Transfer of Appropriations**

“No expenditure shall be made, and no obligation for expenditure shall be incurred, except pursuant to a duly adopted appropriation or a transfer of appropriation permitted by this section.

With the approval of a majority of the Town Council, the Town Administrator may transfer any unencumbered appropriation balance or any portion thereof from one department to another. The Town Administrator may transfer any unencumbered appropriation balance or any portion thereof within a department, provided that funds are available to support the transfer, that the amount to be transferred is not essential for the effective operation of the department's functions, and that the transfer is not otherwise contrary to State law.” **(amended 9-11-2012)**

### **SECTION 9.8 Capital Improvements Plan**

(A) The Town Administrator, after consultation with the Planning Board, shall prepare and submit to the Town Council a capital improvements plan at least one month prior to the final date for submission of the budget. The capital improvements program shall include:

- (1) A clear summary of its contents.
- (2) A list of all capital improvements including major replacements which are proposed to be undertaken during the next 6 fiscal years, including, but not limited to, equipment, sewer and water mains or

facilities, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements.

- (3) Cost estimates, methods of financing and recommended time schedule for each improvement.
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

(B) The capital improvements plan shall be based on a period of not less than 6 years and shall be guided by the Master Plan for the Town.

(C) The foregoing information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

(D) The Town Council and Planning Board may meet annually in preparation for and review of the capital improvements plan in a manner determined from time to time by the Town Council.  
**(amended 3-12-13)**

(E) A summary of the updated capital improvements plan with estimated costs shall be included in the Town report and the current year costs of the capital improvements plan shall be included in the Town budget.

(F) The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the capital improvements plan and a notice stating: (1) the times and places where copies of the capital improvements plan are available for inspection by the public; and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on said plan will be held by the Town Council.

(G) After the public hearing and at the time of adoption of the budget as set forth in **Section 9.4D** of the Charter and on or before 30 days prior to the start of the ensuing fiscal year, the Town Council shall by resolution adopt the capital improvements plan with or without amendment, provided that each amendment must be voted separately and that any increase in the capital improvements plan as submitted must clearly identify the method of financing proposed to accomplish the increase.

## **SECTION 9.9 Lapse of Appropriations; Special Revenue Funds**

Every appropriation, except an appropriation for a capital expenditure or dedicated funds permitted by State law, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if 2 years pass without any disbursement from, or encumbrance of, the appropriation. Special Revenue Funds may be established in accordance with State law for a specific purpose only upon receiving a vote of two-thirds of all the members of the Town Council.

## **SECTION 9.10 Purchasing Procedure**

The Administrative Code, as approved by the Town Council, shall establish purchasing and contract procedure, as well as a non-competitive bid procedure, including the assignment of all responsibility for purchasing to the Administrator or designee, and the combination purchasing of similar articles by separate departments. The Town Administrator, through a written procedure and notification of the Town Council, shall establish dollar limits for purchases and contracts which must be by competitive bid and shall establish the bidding procedures. No competitive bids shall be required when purchasing through the State of New Hampshire or at the State of New Hampshire bid prices. Requirements for bids may be waived in specific instances by the Town Administrator; however the Town Administrator must have the approval of the Council Chair to waive bidding requirements on his/her purchases.

**(amended 3-13-2012)**

### **SECTION 9.11 Special Assessments**

When it appears either by petition or Council deliberation that the cost of a public improvement should be defrayed in part or whole by special assessment upon the property especially benefitted, the Town Council shall have authority to so declare by resolution. The Town Council shall hold a public hearing prior to enacting any special assessment resolution. Such resolution shall state the estimated cost of the improvement, the proportion of the cost to be borne by special assessment and the proportion to be borne by Town general revenues. The resolution shall designate the areas of the Town or the premises on which the special assessment shall be levied and the conditions of payment of the levy. Adoption of the resolution shall require an affirmative vote of two-thirds of all the members of the Town Council. The Town Council shall prescribe by ordinance, complete special assessment procedures concerning plans and specifications estimate of costs, notices, hearings and any other matters concerning the financing of improvements by the special assessment method.

### **SECTION 9.12 Fiscal Control**

The Administrative Code shall establish procedures governing fiscal control of all Town finances, including, but not limited to, a pre-audit of all authorized claims against the Town before payment.

### **SECTION 9.13 Bonding of Officials**

Any Town officer or employee (other than Town Councilor) may be required by the Administrator to give a bond for the faithful performance of the duties of the office. The Administrator and all officers receiving or disbursing Town funds shall be so bonded. All official bonds shall be corporate surety bonds, and the premiums thereon shall be paid by the Town. Such bonds shall be filed with the Town Clerk.

### **SECTION 9.14 Investments, Trust Funds**

The Trustees of Trust Funds shall invest and account for funds under their supervision in accordance with State law.

### **SECTION 9.15 Grants, Gifts**

The Town Council may apply for, accept and expend monies received from the State, Federal, or other governmental units, or from private sources which become available during the fiscal year. A procedure for accounting for such monies shall be provided for in the Administrative Code. No Town funds shall be expended as matching funds for such monies unless lawfully appropriated for such purpose.

### **SECTION 9.16 Town Treasurer; Deputy Treasurer**

There shall be a Treasurer of the Town appointed upon the recommendation of the Town Administrator with approval by the Town Council. The appointment shall be made in writing and shall include the compensation to be paid. The Treasurer shall have custody of all monies belonging to the Town and shall pay out the same only upon orders of the Administrator and the Chairman of the Town Council or as otherwise authorized by State law. The Administrator shall initiate and sign a document, to be co-signed by the Chairman of the Council or designee, listing payments to be made. The Administrator shall attach to the document all supporting papers, as specified by the Administrative Code, authorizing the Treasurer to make payment.

**(amended 9-11-2012)**

The Treasurer shall deposit all monies, invest excess funds and account for same as directed by this Charter, the Administrative Code, and State law. A vacancy in the office of the Town Treasurer shall be filled by appointment by the Town Council for the unexpired term.

A Deputy Treasurer shall be appointed by the Treasurer with the approval of the Town Council. The Deputy Treasurer shall be qualified in the same manner as the Treasurer and shall perform all the duties of the Treasurer in the event of the Treasurer's absence by sickness, resignation or otherwise.

**(amended 3-13-2012)**

Transitional Provision: Pursuant to RSA 669:17-d, upon passage of this amendment the person holding the elected office of

Treasurer shall continue on until the next annual Town election following the discontinuance of the elected office of Treasurer.  
**(amended 9-11-2012)**

### **SECTION 9.17 Borrowing Procedure**

Subject to the applicable provisions of State law and the Administrative Code, the Town Council, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the Town and the issuance of bonds of the Town or other evidence of indebtedness therefor, and may pledge the full faith, credit and resources of the Town for the payment of the obligation created.

### **SECTION 9.18 Independent Audit**

Independent compliance and financial audits shall be made of all accounts of the Town at least annually and more frequently if deemed necessary by the Town Council. Such audits shall be conducted according to auditing procedures of the American Institute of Certified Public Accountants, the National Committee on Government Accounting, and other such procedures which may be necessary under the circumstances, by certified public accountants experienced in municipal accounting. Summaries of the results of such audits, including findings and recommendations and any management letters, shall be made public. At least once every 5 years the Town Administrator, on behalf of the Town Council, shall issue a Request for Proposal for the provision of independent audit services. **(amended 3-12-2013)**

### **Section 9.19 Annual Report**

An annual report of the Town's business for the preceding year shall be made available to the public not later than 150 days after the close of the fiscal year. **(new section 3-12-2013)**

## **ARTICLE 10 GENERAL PROVISIONS**

### **SECTION 10.1 Availability of Town Records**

In compliance with RSA 91-A, a copy of all ordinances, the Administrative Code or other rules and regulations adopted by any



town agency, board or individual shall be filed in the office of the Town Clerk and made available for review by any person requesting such information.

## **SECTION 10.2 Liability of Town Officers and Agencies**

All town officers and members of town agencies shall be deemed to be public or municipal officers or officials. The Town shall indemnify any such officer or member for expenses or damages incurred in the defense or settlement of a claim against the officer or member which arose while acting in good faith within the scope of official duties or employment, but only to the extent and subject to the limitations imposed by State law.

## **SECTION 10.3 Prohibition**

(A) No officer or employee of the Town shall appear as counsel before any agency of the Town of Derry.

(B) Any Town officer or employee who has a substantial financial interest, direct or indirect or by reason of ownership of stock in any corporation, in any contract with the Town or in the sale of any land, material, supplies or services to the Town or to a contractor supplying the Town, shall make known that interest and shall refrain from voting upon or otherwise participating in the transaction as a Town officer or employee. Any Town officer or employee who willfully conceals such interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit the office or position. In addition, the transaction shall be voidable by the Town Council if the person contracting with or making a sale to the Town has knowledge that this section has been violated.

(C) Activities Prohibited

1. No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any Town position or appointive Town administrative office because of race, sex, political or religious opinions or affiliations.

2. No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test,

certification or appointment under the provisions of this Charter or the rules and regulations made thereunder, or in any manner commit or attempt to commit any fraud preventing the impartial execution of such provisions, rules and regulations.

3. No person who seeks appointment or promotion with respect to any Town position or appointive Town office shall directly or indirectly give, render or pay any money, service or other valuable thing to any person for or in connection with any test, appointment, proposed appointment, promotion or proposed promotion.

4. No person who runs for Town office shall solicit or assist in soliciting any assessment, subscription or contribution for any political party or political purpose whatever from any person holding any compensated appointive Town position.

#### **SECTION 10.4 Severability**

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of this Charter or any of its provisions to any person or circumstance is held invalid, the application of this Charter and its provisions to other persons and circumstances shall not be affected thereby.

#### **SECTION 10.5 Specific Provisions Shall Prevail**

To the extent that any specific provision of this Charter conflicts with any provision expressed in this Charter in general terms, the specific provision shall prevail.

#### **SECTION 10.6 Procedures**

(A) Meetings: All multiple member bodies of the Town whether elected or appointed or otherwise constituted, shall meet regularly at such times and public places within the Town as they may prescribe. Except in emergencies, special meetings of any multiple member body shall be held on the call of the respective chairperson or by one-third of the members thereof, by written notice delivered to the residence or place of business of each member at least 48 hours in advance of the time set. A copy of the said notice shall also be posted on the Town bulletin board.

Special meetings of any multiple member body shall also be called within one week after the date of the filing with the Town Clerk of a petition by at least 100 voters which states the purpose or purposes for which the meeting is to be called. Meetings of all multiple member bodies shall be open and public; however, a multiple member body may meet in a non-public session as permitted by RSA 91-A.

(B) Agenda: Except in cases of emergency, at least 48 hours before any meeting of a multiple member body is to be held, an agenda shall be posted containing all items which are scheduled to come before the meeting. No action taken on a matter not included in the posted agenda shall be effective unless the body first adopts by special vote a resolution declaring that an emergency exists and that the particular matter must be acted upon at that meeting for the immediate preservation of the peace, health, safety or convenience of the Town.

(C) Rules and Minutes: Each multiple member body shall determine its own rules and order of business unless otherwise provided by this Charter or by State law. The Town Clerk or designee shall take and keep the minutes of the respective proceedings. Such rules and minutes, except as provided for in RSA 91-A, shall be a public record kept available in a place convenient to the public at all times, and certified copies shall be kept available in the Town Clerk's office.

(D) Voting: Except on procedural matters, all votes of all multiple member bodies shall be taken by a call of the roll and the ayes and nays shall be recorded in the minutes, provided, however, that if the vote is unanimous, only that fact need be recorded.

(E) Quorum: A majority of the members of a multiple member body shall constitute a quorum, but a smaller number may adjourn from time to time and compel the attendance of the absent members in the manner and subject to the penalties prescribed by the rules of the body. No other action taken by a number of members smaller than the quorum shall be valid or binding.

## **SECTION 10.7 Duties of the Chairman of the Town Council**

(A) The Chairman of the Town Council, in addition to other duties as provided for in this Charter, shall, after consulting with the Administrator, prepare the agenda for presentation to the Council.

(B) The Chairman shall meet with the Administrator as often as they both shall deem necessary in order to ensure that the Administrator and the Town Council are in agreement as to decisions made, or to be made, and to share information that may be of benefit to the Chairman and the Town Council regarding public relations, economic development plans, or other public matters the Council may request the Administrator to pursue.

(C) The Chairman shall advise the Town Council on a monthly basis as to activities and progress on matters assigned to the Chairman.

(D) As a member of the Town Council, the Chairman shall be fully subject to the non-interference requirement of Section 8.7 of this Charter.

(E) In order to carry out the Chairman's responsibilities, the Chairman shall be furnished a desk, office space, and secretarial services as needed. Upon leaving office the Chairman shall immediately turn over all papers, files, or other matters to the duly elected successor.

## **SECTION 10.8 Definitions**

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this Charter shall have the following meanings:

(A) Charter: The word "charter" shall mean this Charter and any amendments to it made through any of the methods provided under RSA 49-B.

(B) Days: The word "days" shall refer to calendar days.

(C) Emergency: The word "emergency" shall mean a sudden, unexpected, unforeseen happening, occurrence or condition which necessitates immediate action.

(D) Initiative Measure: The words "initiative measure" shall mean a measure proposed by initiative procedures under this Charter, but excluding:

1. Matters relative to the organization or operation of the Town Council;
2. An emergency measure passed in conformity with this Charter;
3. The Town budget;
4. Tax anticipation notes;
5. An appropriation for the payment of the Town debts or obligations;
6. Any appropriation of funds necessary to implement a duly adopted collective bargaining agreement;
7. Any proceeding, or part thereof, relating to the election, employment, appointment, suspension, transfer, demotion, removal or discharge of any Town officer or employee;
8. Any proceeding repealing or rescinding a measure, or a part thereof, which is protested by referendum procedures.

(E) Majority Vote: Unless otherwise expressly provided, the words "majority vote" shall mean a majority of those present and voting with a quorum of the body present.

(F) Measure: The word "measure" refers to a specific act or proposal. The specific act or proposal may be a resolution, an ordinance, a referendum vote to be taken, or other proposed action, depending on the matter to be acted on.

(G) Multiple Member Body: The words "multiple member body" shall mean any body consisting of two or more persons, whether elected, appointed, or otherwise constituted.

(H) Number and Gender: The singular number may be extended and applied to several persons or things; words imparting the plural number may include the singular; words

imparting the masculine gender shall include the feminine gender; and words imparting the feminine gender shall include the masculine gender.

(I) Referendum Measure: The words "referendum measure" shall mean:

1. A measure protested by referendum procedures under this Charter, including a specific item in the Town budget, but excluding items 1 through 7 listed in the definition (E) Initiative Measures, or;
2. Any proceeding of the Town Council providing for the submission or referral of a matter to the voters at an election.

(J) Town: The word "Town" shall mean the "Town of Derry."

(K) Agency: The words "Town Agency" shall mean any board, commission, committee, department, or office of the Town government.

(L) Voters: The word "voters" shall mean registered voters of the Town of Derry.

## **ARTICLE 11 TRANSITIONAL PROVISIONS**

### **SECTION 11.1 Continuation of Government**

All members of the Town government, elected or appointed, except those abolished by this Charter, shall continue to perform their duties until the expiration of their current term, and until successors to their respective positions are duly appointed, elected and qualified, or their duties have been transferred. The Town Council shall take whatever measures are necessary to effectuate an orderly transition and shall take whatever actions are necessary to enable such transitions in office to comply with the provisions of this Charter.

## **SECTION 11.2 Continuation and Compensation of Personnel; Abolition of Office of Mayor**

(A) Until expressly changed after the effective date of this Charter, the compensation of all officers and employees of the Town shall be the same as in effect June 30, 1993.

(B) Any person holding an office or position in the service of the Town, or any person serving in the employment of the Town, shall retain such office or position and shall continue to perform the duties thereof unless or until provisions shall have been made in accordance with this Charter for the performance of such duties by another person or agency. No person in the permanent full-time service of employment of the Town shall forfeit pay grade or time in service by reason of such transfer. All such persons shall be retained in capacities as similar to their former capacities as is practical.

(C) The office of Mayor shall be abolished as of the effective date of this Charter. The present incumbent shall become a Councilor-at-large, and shall have all privileges, rights and access to information as any Councilor, and shall serve until the expiration of the elected term, March 9, 1995.

(D) The Administrator, responsible to the Mayor for the administration of all Town affairs placed in the Administrator's charge under the former Charter, shall, upon the effective date of this Charter, serve under the direction and supervision of the Town Council. Any prior agreement for employment of the Administrator, express or implied, shall terminate upon the effective date of this Charter. A new agreement for employment may be approved by the Town Council under the provisions of this Charter.

## **SECTION 11.3 Council Salaries**

The salary to be paid each Town Councilor shall, as of July 1, 1993, not exceed \$2500.00 per annum. In addition to this sum, the Chairman of the Town Council shall receive an additional sum of \$1500.00. Such salaries shall continue until changed by the Town Council pursuant to Section 5.8 of this Charter.

#### **SECTION 11.4 Transfer of Records and Property**

As of the effective date of this Charter, all records, property and equipment of any Town agency, the powers and duties of which are assigned in whole or part to another Town agency, shall be transferred to the Town agency to which such powers and duties are assigned.

#### **SECTION 11.5 Effective Date**

This Charter shall take effect July 1, 1993, except as otherwise provided. Prior to that date, the Town Council shall prepare for transition to the form of government established by this Charter.